



## Dental Assistant – Community Care (Part-time)

More Smiles Wisconsin is looking for a part-time PRN Dental Assistant who is seeking a rewarding position that will help make a big impact on patients with big needs.

This is an hourly position with variable hours per week. Our office is open Monday-Friday, with intermittent clinic hours 8:00am-4:30pm based on volunteer dentist availability.

We're looking for a caring and talented assistant to provide team-based care at our downtown Fitchburg office. We offer a unique opportunity to learn the ins and outs of dental care and gain deep experience with a high need population. In addition, you'll get to network with a rotating pool of amazing local dentists and other providers who volunteer their time in our clinic. More Smiles also offers free in-clinic dental benefits for staff and immediate family.

More Smiles is a non-profit, community clinic that serves our most vulnerable residents. Our offices are located in downtown Madison on East Washington Ave., and in Fitchburg, WI within the Boys and Girls Club Allied Family Center. As an integral part of our care team, your work will make a huge difference in saving the teeth of children, teens, and adults right here in our community.

Activities for this position include:

### *Patient Care Services*

- Sterilize and disinfect instruments and equipment.
- Prepare treatment rooms, instruments and tray setups for dental procedures.
- Expose and display digital dental diagnostic x-rays.
- Assist the dentist during examinations and treatment procedures.
- Guide patients through the dental office and procedures
- Assist patient with any follow-up regarding treatment, treatment planning, estimates and payment
- Help provide dental equipment maintenance

### *Patient Relations*

- Answer treatment questions posed by patients
- Ensure patient comfort
- Guide patients through the dental office and procedures
- Provide oral health education to patients

- Assist patient for intake and in providing medical and dental histories

#### *Administrative Services*

- Update patient charts and thoroughly document as needed
- Review charts in advance for updates and work needed, mark charts, and communicate with the front desk
- Interview patients and update health histories prior to treatment
- Make accurate computer entries for charges, scheduling (to include all recall appointments), treatment plans, patient information changes and verification of information between chart and computer record
- Enter accurate and complete information in the chart and support dentists in entering patient chart information
- Maintain clinic inventory and review necessary clinical supplies for ordering
- Route pre-authorizations, with x-rays as necessary, to the Clinic Manager
- Perform other duties as assigned in support of team and clinic operations

QUALIFIED APPLICANTS have previous work or educational experience in dental assisting. At least 1 year of dental assisting experience preferred. Bilingual-Spanish and/or experience with Eaglesoft a plus.

**To apply for this position, please submit your resume and cover letter to [Operations@MoreSmilesWI.org](mailto:Operations@MoreSmilesWI.org). For more information on More Smiles please visit us at <http://MoreSmilesWI.org/employment>.**

#### **Public Student Loan Forgiveness**

More Smiles employment may qualify for federal student loan forgiveness programs. We do not directly pay for or forgive federal student loans, however our status as a not-for-profit organization under Section 501 (c) (3), we qualify as an eligible employer. There may be other determining factors for qualification. Please visit <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service> to review one specific program and its requirements.