



POSITION TITLE: Dental Assistant (Registered Dental Assistant Preferred)

REPORTS TO: Director of Shelters & Health Services

FLSA STATUS: Non-Exempt

JOB TYPE: Full Time -In Person

SALARY: \$27.00-33.00 per hour

POSITION SUMMARY: The Dental Assistant supports the delivery of high-quality dental care within our nonprofit dental clinic serving individuals and families experiencing homelessness and other vulnerable populations. Working under the direction of the Dentist, this position assists during dental procedures, prepares treatment rooms, maintains clinical equipment and supplies, and helps create a welcoming, trauma-informed environment that promotes patient comfort and dignity.

A Registered Dental Assistant (RDA) credential is preferred but not required. Candidates with relevant dental assisting experience and a commitment to serving diverse populations are encouraged to apply.

Why St. Mary's Community Services?

- Mission-Driven Leadership – Be at the heart of an organization dedicated to serving the most vulnerable.
- Strategic Influence – Shape policies and initiatives that uplift lives and drive systemic change.
- Collaborative Environment – Work alongside a passionate team, community partners, and dedicated stakeholders.
- Sustainable Impact – Lead an organization committed to long-term solutions for housing, healthcare, and social support.
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Essential Duties and Responsibilities

- Assist the Dentist during examinations, treatments, and dental procedures.
- Prepare, clean, and organize treatment rooms before and after patient visits.

- Sterilize and maintain dental instruments and equipment in accordance with infection control and safety standards.
- Prepare patients for treatment by reviewing procedures, addressing concerns, and promoting comfort throughout the visit.
- Take and record patient information, vital signs, medical histories, and treatment documentation as directed.
- Expose and process dental radiographs in accordance with applicable regulations and certifications.
- Maintain inventory of dental supplies and notify leadership of replenishment needs.
- Schedule appointments and support patient flow as needed.
- Ensure compliance with OSHA, HIPAA, infection control, and clinic policies and procedures.
- Support a positive, respectful, and patient-centered environment that values dignity, cultural responsiveness, and equitable access to care.
- Perform other duties as assigned to support clinic operations.

What You Bring

Required Qualifications

- High school diploma or equivalent.
- Radiation Safety Certificate
- Experience working in a dental, medical, community health, or similar healthcare setting.
- Knowledge of basic infection control and sterilization procedures.
- Strong interpersonal and communication skills.
- Ability to maintain confidentiality and handle sensitive information with professionalism.
- Demonstrated ability to work effectively with individuals from diverse cultural, socioeconomic, and life experiences.
- Commitment to providing compassionate, trauma-informed, and client-centered care.
- Compassion and empathy when working with vulnerable populations.
- Patience and professionalism in challenging situations.
- A nonjudgmental and respectful approach toward individuals from diverse backgrounds.
- Strong attention to detail and organizational skills.
- Reliability, flexibility, and the ability to work collaboratively within a multidisciplinary team.
- A commitment to equity, inclusion, and trauma-informed care practices.
- A passion for improving access to healthcare services for underserved communities.

Preferred Qualifications

- Current Registered Dental Assistant (RDA) certification.
- Coronal Polish certification
- CPR/BLS certification.
- Experience working in community health centers, nonprofit healthcare settings, public health programs, or serving individuals experiencing homelessness.
- Bilingual skills (English/Spanish) preferred.
- Previous infection control training

Working Conditions

- Work is performed primarily in a clinical dental setting.
- Frequent standing, walking, bending, and assisting during procedures.
- Exposure to dental equipment, cleaning agents, and bodily fluids consistent with a healthcare environment.
- Use of personal protective equipment (PPE) required.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Vision Insurance
- Paid time off

SMCS is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive workplace that values and respects all individuals. Employment decisions are based on merit, qualifications, and business needs, without regard to race, color, religion, creed, national origin, ancestry, age, disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, sexual orientation, military or veteran status, or any other status protected by applicable federal, state, or local laws.