



## EMPLOYMENT OPPORTUNITY

### Dental Assistant

IWS Family Health, a community health center providing preventive health care services to children and families, seeks a Dental Assistant to work as a critical part of its Dental Department.

#### Position Responsibilities

- Assists with the treatment of patients as required by the dentist within the state guidelines, limiting functions of dental auxiliaries
- Maintains clinic instruments, carts, trays and equipment in a clean and orderly manner, including sterilization, equipment maintenance and minor cleaning operations according to established protocols
- Exposes, develops and mounts x-rays

Responsible for accurate and complete dental records in accordance with IWS Quality Assurance protocols, as well as assuring copies of manual paperwork are forwarded to HIM for proper scanning into EMR

#### Knowledge, Skills, and Abilities

- Dental Assistant certification
- One year at least of dental assistant experience
- Experience with computerized medical billing required
- Bilingual (English/Spanish) ability is required
- Nitrous certification preferred

#### Compensation and Benefits

Staff benefits include a minimum of 23 days of PTO, 9 Holidays, medical expenses covered on an average of 68%, dental, vision, short-term and long-term disability, life insurance, 403(b) plan, Employee Assistance Programs, recognition of the importance of work-life balance, and hybrid positions as applicable.

#### Organizational Overview

Our patients and staff are at the heart of everything we do. For over 100 years, the Infant Welfare Society of Chicago (IWS Family Health) has provided health care services to medically underserved and vulnerable Chicagoans. Today, we provide pediatric health, adult health, pediatric and family dentistry, prenatal Care, including CenteringPregnancy™, care coordination, counseling, behavioral health, speech therapy, occupational therapy, social skills groups, optometry. This model helps ensure access to comprehensive services for medically underserved families in Chicago.

Please submit cover letter and resume to HR at [hr@iwsfamilyhealth.org](mailto:hr@iwsfamilyhealth.org).

