



Job Opening – Bilingual Dental Assistant (Part-Time)

Arlington Free Clinic is seeking a compassionate, detail-oriented, and dependable **Bilingual Dental Assistant** to join our dental team. The ideal candidate will be fluent in both English and Spanish and committed to providing exceptional patient care in a welcoming and professional environment. This position will provide patient care via direct, chairside support for the clinic dentists.

Essential Duties and Responsibilities

- Prepare treatment rooms, instruments, and materials for patient care.
- Provide chairside assistance to dentists including using four-handed dentistry.
- Prepares patients for treatment (x-rays, health screening, sharing information, and applying topical anesthetics).
- Obtain and update patient medical histories and records.
- Communicate effectively with patients to ensure understanding of treatment plans and instructions.
- Prepares dental materials for impressions, takes, and pours impressions.
- Coordinate dental laboratory cases and orders, including preparing and sending lab prescriptions/orders and materials to outside dental laboratories (e.g., Dandy), tracking case status and expected return dates, receiving and verifying returned cases, and ensuring cases are available for scheduled patient appointments.
- Maintains accurate and timely patient data to include visit scheduling and tracking, recording data into patient electronic medical records (EagleSoft, and on limited basis Epic), filing charts, running and preparing basic reports.

Qualifications and Skills

- High school diploma or GED
- Certification as a Dental Assistant Virginia
- Eighteen months of responsible dental assistance and related technical support experience
- Fluency in English and Spanish (spoken and written)
- Knowledge of dental terminology and procedures
- Strong interpersonal and communication skills
- Ability to be diplomatic, self-motivated and flexible
- Ability to manage multiple tasks and work in a team environment
- Ability to work effectively with diverse patient populations

- Ability to demonstrate warmth and compassion for others including when they are experiencing stress or frustration
- Strong computer proficiency, ideally with experience with electronic dental records systems
- Experience working in a community health center or non-profit healthcare setting preferred
- Radiology certification preferred

Ideal Candidate

The successful candidate will:

- Be passionate about improving access to oral healthcare.
- Demonstrate empathy and patience when working with individuals from diverse backgrounds.
- Be able to reassure and support patients who may be anxious or uncomfortable.
- Thrive in a collaborative, mission-driven environment.

This is a part-time position working 24 hours per week. Primarily weekdays, eight hours daily, Monday, Wednesday and Saturday.

We offer a great benefits package including health and dental insurance, life insurance, flexible spending plan, 401(k) retirement plan, eleven paid holidays, sick leave, paid time off (PTO) and free parking. Qualified candidates should submit a resume to the Director of Human Resources at nadkins@arlingtonfreeclinic.org.

Arlington Free Clinic is an Equal Opportunity Employer and is committed to an equal and diverse workplace.