JOB TITLE: Dental Assistant Intern
PROGRAM/DEPT: Downtown Brooklyn Dental Clinic
REPORT TO: Dental Director
SALARY RANGE: Unpaid; internship credit
SCHEDULE: Dental office is open 9am – 5pm Mon – Fri

Mission

Housing Works is a healing community of people living with and affected by HIV/AIDS. Our mission is to end the dual crises of homelessness and AIDS through relentless advocacy, the provision of lifesaving services, and entrepreneurial businesses that sustain our efforts.

Responsibilities:

Dental Assistant interns work under the supervision of Dentists and are responsible for a wide range of tasks in the dental office:

- Sterilizing dental instruments and equipment for each patient
- Organizing and laying out instruments for dentist’s use
- Handing instruments and other materials to dentist during procedures
- Taking x-rays of patients’ teeth
- Taking impressions of patients’ teeth for casts
- Using suction and swabs to keep patients’ mouths clear and dry during procedures
- Applying topical anesthetic to patients’ mouths
- Removing stitches
- Make temporary crowns
- Obtaining patients’ dental records
- Questioning patients about their medical history and recording the information for dentist’s reference
- Advising patients of dental care
- Making patients feel comfortable before, during and after dental treatment
- Scheduling appointments, maintaining records, sending bills, answering phones, ordering supplies and other duties as assigned

Work Environment:

Dental Assistant interns must wear gloves, masks, eyewear, and protective clothing to protect themselves and their patients from infectious diseases. Interns must familiarize themselves with safety procedures to minimize the risks associated with equipment such as x-ray machines.

How to Apply:

Please send your resumé and cover letter to:
Josephine Akhigbe, Technical Training & internship Coordinator
internvol@housingworks.org
Please include DENTAL ASSISTANT INTERN in the subject line

Note: Macaulay students wishing to meet the internship requirement should review the hourly requirements by visiting http://macaulay.cuny.edu/current-students/internships.php
Questions? Contact ofronama.biu@mhc.cuny.edu