



**PARTNERSHIP HEALTH CENTER, INC.
invites applications for the position of:**

Dental Assistant

SALARY:	\$25.07 Hourly (Grade 9)
OPENING DATE:	01/15/26
CLOSING DATE:	01/29/26 05:00 PM
BARGAINING UNIT:	This position will be covered under a Collective Bargaining Agreement (CBA) once negotiations are complete. Until then, the role will follow current organizational policies and procedures.
SCHEDULING/HOURS OF WORK:	Regular Full-Time, 40 Hours Per Week

Without required Radiation and Safety (RHS) certification, Sterilization Technician at reduced rate of pay may be considered.

Located halfway between Yellowstone and Glacier National Parks and home to the University of Montana, Missoula is an academic center situated in an outdoor enthusiast's paradise. Depending on the season, you can hike, ski, fish, float rivers, ride mountain bikes, or just sit back and marvel at the surrounding scenery. Join us in scenic, sophisticated, and service-oriented Missoula!

Partnership Health Center (PHC), 2019 and 2022 winner of the Employer of Choice Award for Missoula, and 2022 winner of the Montana Employer of Choice Award, offers impeccable, integrated services to over 18,000 individuals and families. A 14-site, Federally Qualified Health Center in Missoula County, PHC fulfills its mission through the provision of a full range of primary care services - medical, dental, behavioral health, and an on-site pharmacy with a dedication to attending to the social determinants of health. Please visit our [website](#) to see the amazing benefits you will receive by joining our team such as medical (no cost for employee), dental, and vision insurance, loan forgiveness, retirement plan contributions, and generous paid sick and vacation time.

DEFINITION:

Performs dental assistant duties in a dental clinic for Partnership Health Center (PHC) and satellite dental clinic locations.

REPRESENTATIVE EXAMPLES OF WORK:

Seats patient, reviews medical history, and prepares patient for dental work.

Arranges appropriate dental instruments and materials for patient treatment.

Assists the Dentist and Dental Hygienist in performing needed patient services, including: placing or removing rubber dam, applying topical drugs to patient as prescribed by Dentist, placing or removing celluloid, plastic or metallic strips between patients teeth, providing suction/evacuation function as needed.

Assists in taking and developing x-ray films.

Provides appropriate patient education regarding treatment rendered.

Sterilizes, cleans and maintains dental instruments and equipment.

Assists clerical support to schedule patient appointments.

Assists with maintaining dental supply inventories.

Assists with maintaining patient charts, progress notes and records.

Performs related work as required or directed.

SUPERVISION RECEIVED: Works under the supervision of the Dental Director, Dental Hygienist Supervisor, or designee.

SUPERVISION EXERCISED: None.

WORKING RELATIONSHIPS: Has numerous contacts with dental patients, health care providers and other employees.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

KNOWLEDGE: Working knowledge of dental office and chair-side dental assisting practices, procedures and techniques. Working knowledge of dental terminology and charting practices. Working knowledge of the principles and practices of dental health promotion and prevention. Working knowledge of department's policies and procedures. Basic knowledge of Federal and OSHA regulations for dental clinics. Working knowledge of the principles and practices of HIPAA compliance. Working knowledge of the PHC Corporate Compliance Guidelines.

SKILLS: Skill in the use of dental tools and dental equipment, including x-ray equipment.

ABILITIES: Ability to establish and maintain effective working relationships with diverse individuals and groups. Ability to effectively communicate in the English language, orally and in writing with patients and coworkers. Ability to respect and maintain confidentiality. Ability to maintain a current BLS certification. Ability to work effectively in a dynamic clinic environment and to handle multiple demands and responsibilities. Ability to motivate patients to maintain proper dental care. Ability to prepare and maintain charts, record logs, and reports.

MINIMUM QUALIFICATIONS:

Without required Radiation and Safety (RHS) certification, Sterilization Technician at reduced rate of pay may be considered.

An equivalent combination of education and experience may be considered.

EDUCATION: Requires high school graduation or GED. Requires current Radiation Health and Safety (RHS) certification. Requires a current Healthcare Professional BLS certification or the ability to obtain it within 90 days of hire. Completion of a Dental Assistant training program is desired.

EXPERIENCE: None. Experience working as a Dental Assistant is desired.

SPECIAL REQUIREMENTS: Requires immunizations or proof of immunity to certain infectious diseases and a TB test. New employees will be asked to volunteer vaccination status for required vaccines upon hire and will be offered assistance during hiring to receive necessary immunizations. Employees who have not received the vaccines required for their positions or who are unwilling to voluntarily provide vaccination status for required vaccines will receive a reasonable accommodation where such accommodation does not require an undue hardship or endanger the health or safety of any person.

PHYSICAL/ENVIRONMENTAL DEMANDS:

The work requires lifting of supply boxes in the medium range (up to 30 pounds). The employee may risk exposure to radiation due to taking and developing x-ray films. The employee may risk exposure to biohazards (ex. blood and disinfectant chemicals), and communicable diseases. Work is performed walking or standing much of the time. May require traveling to satellite clinic locations. This job may include regular nights and weekends, including Saturday clinic. This position is not eligible for remote work.

TO APPLY:

- Please email your interest in the position to PHCHR@phcmt.org.
- Please include with your completed application the following attachments: Cover Letter, Resume, a copy of your Radiation Health and Safety (RHS) certification and BLS certification, a copy of certificate showing completion of Dental Assistant program (if applicable), and valid MT Driver's License.
- Incomplete applications will be disqualified.