



# Hope for Haiti®

## Dental Assistant Job Description

<b>Position Title:</b>	Dental Assistant						
<b>Last Revised:</b>	July 2018				<b>Start Date:</b>	August 20, 2018	
<b>Status:</b>	X	Full Time		Part Time		Contract	Temporary
<b>Reports to:</b>	Infirmiry St. Etienne Dentist						

**Mission Statement:** To improve the quality of life for the Haitian people, particularly children.

**Brief Organizational Summary:** Hope for Haiti is an innovative and creative international development organization that has been working in Haiti for 30 years. The organization partners with private donors to create community-based sustainable change through a grassroots and strategic holistic approach. Hope for Haiti is an action-oriented and fast-paced organization that believes in partnership solutions to poverty alleviation. Hope for Haiti’s vision for the future is one of strategic growth in creating healthy, sustainable communities. Hope for Haiti has a distinguished and well-established Board of Directors that provides the organization with strong governance, oversight, and strategic direction. Building upon the organization’s proven track record of success, Hope for Haiti stays true to its mission and founding principles, while offering a dynamic and supportive work environment. For more information about Hope for Haiti, please visit [www.hopeforhaiti.com](http://www.hopeforhaiti.com).

**Role Purpose:** Reporting to the Infirmiry St. Etienne (ISE) Dentist, the Dental Assistant plays a critical role in helping Hope for Haiti achieve its vision to provide healthcare to people in the south of Haiti, especially of our partner communities. The Dental Assistant is based in Les Cayes with some travel to partner sites. The Dental Assistant is part of a team responsible for ensuring that the Hope for Haiti Infirmiry St. Etienne provides effective, efficient, and quality healthcare to our patients.

### Responsibilities:

#### Patient Care (90%)

1. Provide dental care assistance to patients at the Infirmiry St. Etienne Monday - Friday during clinic hours.
2. Work under the supervision of the Dentist.
3. Ensure that dental care medical services are meeting patient needs.
4. Track patient charts.
5. Responsible for the dental room, ensuring equipment is kept secured, safe, and

- clean.
6. Available to assist in other areas at the ISE as needed, including:
    - a. Wound care station
    - b. Vital stations
    - c. Pharmacy
    - d. Depot
    - e. Laboratory
    - f. Archives
  7. Provide patient education

### **Reporting and Communications (10%)**

1. Provide donor specific content as needed for donor reporting and provide content for grant proposals.
2. Provide written and spoken translation for reports, mailings and trips as needed
3. Support the hosting of medical, donor, and volunteer Mission Trips when necessary at program locations in the field; and
4. Understand and agree that employment with Hope For Haiti/Fondasyon Kuehner implies the possibility that work may be extended beyond the 8:00 AM – 4:00 PM workday, including on weekends, in order to meet the demands of our mission.
5. Tracking dental supply and equipment inventory

### **EDUCATION / EXPERIENCE**

- License in nursing (license must be attached to application) with a speciality in Dentistry preferred.
- At least three years of nursing experience, preferably in a dental setting.
- Ability to use computers, including Gmail Suite (email, google documents, google calendar), Microsoft Word, and Microsoft Excel
- Excellent written, oral, and interpersonal communication skills
- Superior organizational skills and a strong ability to prioritize
- Written and spoken fluency in French and Creole, with preferred knowledge of English
- Creative problem solving skills and self-starting abilities

### **PERSONAL CHARACTERISTICS**

- Personal commitment to the mission and vision of Hope for Haiti/Fondasyon Kuehner and a desire to help the most vulnerable population
- Ability to respond appropriately and sensitively to cultural differences as they arise among the organization's service population
- Maintains the highest level of confidentiality with sensitive information
- Ability to adapt to and make level-headed decisions in stressful situations
- Flexibility and patience in outlook and demeanor
- High energy and strong physical condition, including but not limited to the ability to hike distances over 5 kilometers and lift at least 30 lbs over the shoulders

- Ability to resolve interpersonal conflict while preserving a team-oriented outlook
- Ability to conduct and participate in staff meetings and strategic planning professionally and to represent Hope For Haiti/Fondasyon Kuehner's mission to team members and colleagues
- Creative self-starting abilities and problem solving skills.
- Excellent organizational skills and ability to prioritize assigned tasks.
- Flexible, adaptable, and accepting of the fact that Fondasyon Kuehner/Hope For Haiti and its activities are constantly evolving in line with its resources and goals.
- Ability to effectively work in a team.

### **COMPENSATION & BENEFITS**

Commensurate with experience.

### **APPLICATION PROCESS**

Please send a cover letter with salary requirement, nursing license, and CV, (with 3 references) via e-mail to [careers@hopeforhaiti.com](mailto:careers@hopeforhaiti.com). Applications are due by **August 13, 2018** or until a qualified candidate is selected.

**When sending your application via e-mail please make the subject line read "Your First & Last Name" and "Dental Assistant".**

Thank you for your interest in Hope for Haiti!  
To learn more about us please visit [www.hopeforhaiti.com](http://www.hopeforhaiti.com)