



## Internship Description

Work Site Name	Department/Position
<b>Havens Dental Care</b>	<b>Dental Assistant/ Business Assistant</b>

<b>Brief Overview of Internship</b>
<p>Shadowing/Observing dental care processes and helping at our dental practice in office tasks. Please note due to a scheduling conflict interviews will be conducted Monday afternoon virtually between 2pm to 4pm. A sign up sheet will be available during the Internship Fair. Ms. Washburn will help with setting up appointments and links.</p>
<b>Internship Tasks/Projects</b>
<p>Will help seat patients, clean operators, sterilizer and assisting at the front desk occasionally making phone calls to gain experience</p>
<b>Internship Learning Goals (new skills/knowledge the intern will acquire)</b>
<p><b>Get clinical exposure, patient care and communication, admin and office skills, professional development, and hands-on skills.</b></p>

Internship Site Address and Primary Contact Information	Internship Hours Start/End Times
<p><b>Melissa Alishouse- 3038544050 4871 N tower road. Ste 120 Denver Co 80249</b></p>	<p><b>Willing to be flexible</b></p>
Physical requirements	Dress Code
<p><b>Stand for long periods of time</b></p>	<p><b>Scrubs and closed toe shoes</b></p>
Occupational/Educational Requirements (skills/certifications needed)	Age/Grade Level of Intern
<p><b>Good communication skills</b></p>	<p><b>Open to what is needed</b></p>