

Dental Assistant

Job Family Description - DENTALSERVICES – Reports to: Chief Dental Officer

This job family provides support to the staff dentist, and to be an active, valued member of the Team. Jobs in this family maintain the highest confidentiality in regards to patient records and utilizes a team based approach. To perform this job successfully, an individual must be able to perform the duties listed below satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- ▶ Diploma of Dental Assisting. Certified Dental Assistant preferred, but not required. Satisfactory professional references.
- ▶ Experience: 1-3 years of chairside experience.
- ▶ Maintain a current BLS certification

**Work Level/
Clinical**

Duties

- Must be able to effectively conduct patient interview to include obtaining patient medical history and chief complaint.
- Prepares patient for examination and performs routine x-rays, polishing, and sealants as needed.
- Assist the dentist with exams and minor office surgeries.
- Must ensure that OSHA and HIPAA guidelines are followed in clinical areas.
- Appropriately completes dental charting.
- Provides oral hygiene education to patients, on an individual basis and in groups when feasible and appropriate.
- Maintains BLS and effectively utilize CPR skills when required.
- Maintains patient exam rooms by stocking them with supplies and equipment.
- Dispose of biohazard waste according to OSHA standards.
- Properly dispose of contaminated supplies
- Properly sterilize instruments as needed.
- Ability to relate to the public regardless of racial ethnic and economic status.
- Performs all other duties as assigned .

Dental Assistant

Knowledge, Skills, & Abilities	Core Competencies
<ul style="list-style-type: none"> ▶ Active Listening to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriated, and not interrupting at inappropriate times. ▶ Knowledge of and ability to interpret and apply information and clinical standards. ▶ Projects a professional personal appearance and demeanor while on Center premises or representing the Center Ability to delegate tasks efficiently among team members. ▶ Knowledge of and ability to interpret and apply related institutional policies and procedures. ▶ Ability to communicate effectively verbally and in writing. ▶ Ability to establish and maintain effective working relationships. <p>SUPERVISORY RESPONSIBILITIES</p> <p>None</p>	<ul style="list-style-type: none"> ▶ 1. Communication <ul style="list-style-type: none"> – In addition to using highly developed analytical, technical, computer, oral, and written communication skills, uses high-level persuasion and negotiation skills. ▶ 2. Judgment/Decision Making <ul style="list-style-type: none"> – Provides input into strategic decisions that affect planning, policies, practices, and operations for a department, function and/or school/college. ▶ 3. Accountability & Self-Management <ul style="list-style-type: none"> – Has full responsibility for interpreting, organizing, and executing assignments. ▶ 4. Supervision <ul style="list-style-type: none"> – Receives limited direction typically related to complex projects/situations. ▶ 5. Problem-Solving & Analysis <ul style="list-style-type: none"> – Is generally expected to interpret and apply institutional policies, manage resources and initiate actions to achieve broadly defined objectives. <p><i>I certify that I have read the entire job description and understand the duties of this position.</i></p> <p>Employee Signature: _____ Date _____</p>

*** The statements described in this job description is the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.*