Position Summary
The Dental Assistant I is responsible for assisting doctors in dental procedures, post-op instructions, patient education and record keeping.

Essential Functions
1. Direct and maintain patient flow, including patient admission and dismissal to assure efficient delivery of services.
2. Prepare all necessary trays, instruments, bur block, and endo files for dental procedures.
3. Able to utilize Dentrix, practice management software, and electronic dental records.
4. Take digital radiographs and organize them electronically.
5. Assist dentist during dental procedure in an efficient and professional manner.
6. Give written and oral post-op instructions and oral hygiene education to patients in a clear and concise manner.
7. Ensure that appropriate infection control guidelines are followed when cleaning/sterilizing instruments and preparing operatories.
8. Assist with the maintenance and lubrication of equipment.
10. Handle patient information with utmost respect and confidentiality.
11. Support the Clinic’s mission of quality care and patient satisfaction.

OTHER FUNCTIONS:
- Assist with inventory control.
- Perform various clerical duties as needed.
- Schedule, cancel, and confirm patient appointments using patient management software.
- Other responsibilities as assigned by direct supervisor.

PHYSICAL ACTIVITY:
May perform all or some of the following tasks during the work day: reading, writing, speaking, listening, sitting, standing for a long period of time, walking, and lifting up to 25 lbs.

EQUIPMENT USED:
May operate any or all of the following: personal computer, telephone, copy machine, fax machine, language line and various dental equipments (dental chair, hand pieces, sterilizers, x-ray machine, ultrasonic cleaner, hand piece lubricator, compressor, vacuum).

Position Requirements: These are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this job. Individual abilities may result in some deviation from these guidelines.

To perform effectively in this position, the incumbent must have:
- Dental Assistant with x-ray license required.
- Minimum of one year prior experience with back and front dental office work.
- Demonstrated ability with 4-handed and 6-handed dentistry.
• Working knowledge and experience in all phases of dental procedures.
• Excellent written and oral skills.
• Fluency in written/spoken English required.
• Fluency in spoken Spanish with the ability to translate into English preferred.
• Demonstrated ability to listen and communicate with others in a professional and caring manner.
• Demonstrated sensitivity in working with people of various lifestyles and cultures.
• Willingness to commit to the philosophy and goals of the Saban Community Clinic.

The incumbent must be able to perform this job safely, without endangering the health or safety of him/herself or others.

Acknowledgement:
I have been given a copy of this position description. I understand that I may be asked to perform responsibilities and duties not listed in the description and that my duties may change at any time, according to the clinic’s needs. Nothing in this position description is intended to create a contract of employment of any type. Employment at the Saban Free Clinic is strictly on an at-will basis.

Employee Name (please print)  Employee Signature  Date

I certify that I have discussed the position description with the employee.

Supervisor Name (please print)  Supervisor Signature  Date

cc: Incumbent
    Employee’s File
    Supervisor