# Job Description

<table>
<thead>
<tr>
<th>Title of Position:</th>
<th>Dental Assistant</th>
<th>Reports To:</th>
<th>Director of Nursing</th>
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<tbody>
<tr>
<td>Exemption Status:</td>
<td>Non-Exempt</td>
<td>Positions Supervised:</td>
<td>N/A</td>
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## Summary of Position

Responsible for assisting the Dentist in the direct provision of primary care dental services to patients of the center. The Dental Assistant is responsible for sterilization, preparation and inventory control of dental instruments and supplies. Dental Assistant also coordinates with patient flow to ensure efficiency.

## Duties and Responsibilities:

- Assists patients in resolving minor difficulties, answering their questions and giving directions to patients as authorized by the dentist.
- Serves as dentist’s chair side assistant.
- Prepares operatory for patient treatment as per Dental Department protocols and the dentist’s directions.
- Exposes and develops dental radiographs in accordance with state regulations and law as well as Dental Department directive and protocol.
- Performs independent procedures as delegated and directed by the dentist in accordance with state regulation and law and Dental Department directive and protocol.
- Maintains Dental Department equipment in accordance with manufacturer’s direction and Dental Department policy and protocol.
- Maintains all Dental Department areas in compliance with Dental department directives and protocols as well as center policies and procedures relative to infection control, exposure control and safety issues.
- Maintains adequate operatory supplies and complies a list of individual item shortages for inventory control and ordering purposes.
- Able to provide patient education on dental care and hygiene.
- Maintains a list of all Dental Department patients, monitors patient flow, and assists the Dental director, dentist in assuring that all patient records and documents are properly and accurately completed and filed.
- Proficient in electronic dental records input and accuracy of records.
- Receives and places necessary telephone calls consistent with professional matters, clinic business and patient of the dental department.
- Sterilizes and all reusable dental instruments and equipment in accordance with dental department directives and protocols.
- Ensures dental equipment is clean and in working order.
- Ensures the proper disposal of all contaminated or potentially contaminated materials in accordance with dental department directive, compliance with infectious control as well as state and federal regulations.
- Participates in appropriate health promotion/disease prevention activities, both on site and off site as required.
- As directed by a supervisor, performs other related and/or necessary tasks to achieved organizational and programmatic goals and objectives.
Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience
- High school diploma or GED certification.
- Dental Assistant Diploma
- Certified Dental Assistant preferred.
- At least one year experience in dental office setting

Certificates, Licenses, Registrations
- Current BLS for Healthcare Providers certification through The American Heart Association (AHA)

Other Desired Skills, Abilities, and
- Ability and willingness to work cooperatively with others
- Ability to be highly organized.
- Ability to work independently.
- Ability to speak effectively with patients, as well as employees.
- Must have analytical and problem solving abilities.
- Ability to apply common sense understanding to carry out instructions functions furnished in written, oral, or diagram form.
- Ability to read, write and communicate effectively.
- Ability to present information in an easily understandable manner.
- Ability to organize and prioritize work with minimum supervision.
- Proficiency with computer applications such as Microsoft Excel, Power Point and Word.
- Flexible and able to multi-task; can work in fast pace environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities.
- Knowledge of the interrelationship of both people and functions within the Medical Office; includes knowledge of informal Medical Office goals, standards, policies and procedures.

Supervisory Responsibilities
This position has no direct reports.

Physical Demands The attached physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Signature Employee ________________________________ Date ________________

Signature Manager ________________________________ Date ________________