



El Proyecto del Barrio, Inc.

HOPE • COMMITMENT • EXCELLENCE

JOB DESCRIPTION

POSITION: Dental Assistant

RESPONSIBILITIES: The Dental Assistant will work with and report to the Dentist. S/he will be responsible for assisting the dentist and dental hygienist. Duties will include, but are not limited to: utilizing approved dental assisting procedures, performing patient intake including taking vital signs and principal complaints; taking and developing dental radiographs (x-rays), taking impressions of patients' teeth for study casts (models of teeth); monitoring infection control as stated dental infection control protocol (OSHA guidelines); preparing and sterilizing instruments and equipment. The dental assistant will also provide patients with instructions after dental treatment procedures; teach patients appropriate oral hygiene strategies that maintain oral health; (e.g., tooth brushing, flossing and nutritional counseling).

The Dental Assistant will also perform office management tasks, communicate with patients and suppliers (e.g., scheduling appointments, answering the telephone, billing and ordering supplies), maintain inventory of dental supplies, and re-stock rooms/operatories as necessary. S/he will perform other duties as assigned.

REQUIREMENTS: Ability to perform skillfully and effectively the duties of a Dental Assistant. Work effectively with co-workers and follow oral and written directions. Willingness to support team members to accomplish daily activities. Mature judgment, tact, discretion and confidentiality are mandatory. Bilingual English/ Spanish preferred.

OTHER REQUIREMENTS: Must submit to and pass a drug test, fitness for duty and a criminal background clearance as a pre-condition for employment. Must be able to provide proof of COVID-19 vaccination and booster, TB test and MMR, TDAP and Hepatitis B vaccines.

QUALIFICATIONS: High School Diploma or equivalent. Graduate degree from an Accredited Dental Assisting program or CDA required. X-ray certified; Sealant certified.

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER