



DENTAL ASSISTANT JOB DESCRIPTION

Title	Dental Assistant
Department(s)	Dental
Reports to	Dental Director
FLSA Status	Non-Exempt

Summary

To assist in the coordination and operation of the Dental Clinic sessions under the direct supervision of the Dental Director, to ensure the delivery of quality services to the patients.

Primary Essential Duties

1. Prepare treatment room for patient.
2. Prepare patient for dental treatment by welcoming, comforting seating, and draping patient.
3. Provides sterilize instruments to treatment area; positioning instruments for dentist's access; suctioning; passing instruments.
4. Educates patients by giving oral hygiene, plaque control, and postoperative instructions.
5. Ensures operation of dental equipment by completing preventive maintenance requirement; call for repairs, when necessary.
6. Records treatment information in patient records.
7. Takes and records medical and dental histories and vital signs of patients.
8. Adhere to infection control practices: Universal precautions; Hand Washing; Sterile/aseptic technique.
9. Provides postoperative instructions prescribed by dentist.
10. Instructs patients in oral hygiene and plaque control programs.
11. Orders and monitors dental supplies and equipment inventory.
12. Attendance and punctuality is essential in order to provide quality of care to patients, face-to-face interaction with patients, and to work with provided healthcare equipment collected at clinics.
13. Perform other duties, tasks, projects as assigned to meet changing business and clinical conditions and priorities.

Skills and Qualifications

1. Data entry skills must be virtually error free; skills in self-proofing essential.
2. Experience with EHR is preferred, not required.
3. Previous Dental Assistant experience, preferred.
4. Proven reliability, trustworthiness, flexibility, and high ethical standards.
5. Proficiency in system software, medical terminology, general office machine operations and maintenance.
6. Must work well with others as well as independently.
7. Must be able to demonstrate multi-tasking skills in a high stress environment while adhering to HIPAA standards of confidentiality.
8. Must provide proof of up-to-date COVID-19 vaccinations including recommended doses in the primary series AND booster dose when eligible.

Education & Experience

1. High School Diploma or equivalent required
2. Completion of a Commission on Dental Accreditation (CODA) accredited dental assisting programs in the United States required.
3. Require knowledge of dental/office equipment, and dental/medical terminology.
4. Demonstrate knowledge of safety, infection control & emergency policies and procedures.
5. Completion of CPR/BLS and current certification.

6. Have Radiation (X-ray) Certificate

Supervisory Relationships

1. Reports to: Dental Director
2. Supervision-Others: n/a

Working Conditions

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 20 pounds. CMWC will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

COVID-19 considerations:

To protect patients and staff, safety precautions have been put in place. We have created an environment which respects and provides proper implementation of Social Distancing we provide PPE for all staff.

We are requiring all staff to be fully vaccinated.

Benefits

CMWC offers employees a comprehensive benefits package with plans that cover our employee's health and welfare, retirement, financial, and wellness needs.

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Long Term Disability
- Vacation
- Sick Time
- Paid Holidays
- 403(b) Plan
- Career Development
- Tuition Reimbursement
- Employee Assistance Program (EAP)

Acknowledgement

I have read the above job description and agree to perform the duties and responsibilities as described above. I understand that this job description is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities that may be required of me as a Dental Assistant.

Employee Signature _____

Date _____

CMWC Representative Signature _____

Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.