



# Arroyo Vista Family Health Center

**Position Title:** Dental Assistant

**Salary Range:** \$16.04 to \$20.86 Hourly

**Summary:**

Under the direct supervision of the Dentist, assists dentist during examination and treatment of patients. Performs other duties related to general patient dental care and receptionist duties.

**DUTIES AND RESPONSIBILITIES:**

1. Responsible for preparing patients for dental treatment. Arranges dental instruments, materials, and medications on chair side tray in the order they are to be used according per scheduled treatment plan.
2. Responsible for keeping oral operating areas clear during dental procedures by use of suction devices, water sprays, cotton rolls, and holders.
3. Responsible for sterilizing instruments, preparing restorative materials and dental cements, and passes instruments to the dentist.
4. Assists in construction of models of teeth and mouth; pours, trims, mounts, and polishes models of plastic or plaster made from impressions taken by the dentist.
5. Welcomes and registers patients, assigns new patients a medical chart, records treatment plan, and prepares encounter forms and encounter control logs.
6. May determine pulse, respiration, facial coloration, and papillary reflexes of patient under treatment.
7. Responsible for scheduling appointments and “walk-ins” according to dental department procedure, contacts patients to remind them of their appointment, and responsible for maintaining a current tracking file for dental patient’s follow-up care.
8. Assist with clinic flow of patients.
9. Responsible for ordering dental supplies, and for maintaining a current dental inventory of supplies and equipment.
10. Responsible for performing insurance verification, handling cash flow box, and maintaining daily cash control log and submitting end of day reports to billing supervisor.
11. Actively participates in the Quality Management Program.
12. Actively participates in the Infection Control Program, Safety Program and Emergency Preparedness Program.

13. Responsible for equipment sterilization as assigned and follows safety and infection control policy and procedures
14. Responsible for following all Agency safety and health standards, regulations, procedures, policies, and practices.
15. Performs other related duties as necessary, which may include assisting the medical, optometry, and billing departments.
16. Assist with Dental Assistant coverage at Lincoln Heights and Highland Park as needed.
17. Responsible for following the Agency's emergency policies and procedures.

**REQUIREMENTS:**

1. Dental Assistant certificate from a vocational school, or special training program for Dental Assistants.
2. Dental X-ray License.
3. Typing of 35 wpm, and computer literate.
4. Effective verbal and communication skills and bilingual English/Spanish.
5. Ability to perform basic mathematical computation.
6. Familiarity with the Hispanic culture.
7. Ability to work well with others in a team-oriented professional environment.
8. High school graduate or G.E.D. certification.
9. Current CPR certificate.