

**COMPREHENSIVE COMMUNITY HEALTH CENTERS, INC.**  
**JOB DESCRIPTION**

**EFFECTIVE DATE: April 30, 2018**

**POSITION: DENTAL ASSISTANT**  
**REPORTS TO: BACK OFFICE LEAD**  
**FLSA STATUS: NON-EXEMPT**

**JOB SUMMARY**

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

**ESSENTIAL 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 compiles a list of individual item shortages for inventory control and ordering purposes.
- 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.
- Receives and places necessary telephone calls consistent with professional matters, clinic business and patient of the dental department.
- Insures the sterility of all reusable dental instruments and equipment in accordance with dental department directive and protocol.
- Insures the proper disposal of all contaminated or potentially contaminated materials in accordance with dental department directive, center policy 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.

## **EDUCATION, TRAINING AND EXPERIENCE**

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