



Job Description

Position Title: Dental Assistant
Department: Dental
Position Reports to: Dental Manager
Status: Union

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

Adhere to Clinica Romero's mission and core values: Compassion, Commitment to Service, Quality Care, Respect, and Dignity; and complies with all policies and procedures of the organization.

Responsibilities:

- Works in conjunction with Dental supervisor and Dental Director providing quality care to patients.
- Schedule patients for dental clinics.
- Assist to coordinate patient flow.
- Answer telephones, provides information and appointments to callers.
- Collects donations from patients, completes all forms required and submits money with reports to administration.
- Ensures that the dental department is properly and cleaned.
- Adhere to infection control practices: Universal precautions; Hand Washing; Sterile/aseptic technique.
- Record in sterilizing log every time instruments are sterilized, record daily suction lines, water lines, chairside trap logs. Reports to Dental supervisor when autoclave is not working properly or when receive positive spore test.
- Clean, sterilize and assemble instruments, supplies and equipment required during specific dental procedures.
- Maintain a safe and clean area.
- Maintain and observe ergonomics safety precautions.
- Prepare patients for oral surgery and other dental treatments, assist in dental treatment of patients, providing dentist with instruments and equipment necessary during treatment of patients.
- Take vital signs on patients when necessary.
- Take digital oral x-rays used in diagnosis and treatment of patients.
- Record treatment results on patient's dental record; instruct patients in the care of teeth; provide instructional materials as required.
- Discharge and arrange follow up appointments.



- Work with front office to ensure integrity of dental records.
- Promote cost effectiveness by utilizing equipment and supplies in an efficient manner.
- Learn and use current MIS system.
- Maintain current CPR.
- Perform clerical duties as assigned. Dental front office coverage as assigned.
- Verifies patient insurance coverages through the various web portals to ensure appropriate patient eligibility prior to scheduling appointments for new and establish patients.
- Daily use of text messaging app, WELL Health or other technological platforms, responsible to monitor all incoming messages to the dental department including but not limited to: responding timely to any appointment requests, close patient channels if no follow up is required, pin other departments to messages depending on the request made by patient.
- Attend in-services as scheduled by supervisor
- Participates in trainings provided by Clinica Romero to further education and keep current with industry changes, and clinical requirements.
- Comply with all HIPAA regulations.
- Ability to lift/move up to 15 pounds.
- Other duties as assigned.

Qualifications/Requirements:

- Dental Assistant or X-Ray certification.
- One- year experience in related field.
- CPR certification.
- High school graduate or equivalent.
- Proficient computer skills.
- Bilingual English/Spanish.
- Ability to move/lift up to 15 pounds
- Typing a minimum 25 WPM and proficient computer skills; including but not limited to Microsoft products and use of outlook
- Ability to handle multiple tasks and work in a busy environment.
- Ability to work evenings and weekends
- Customer service skills: communication, empathy, patience, and technical knowledge
- Ability to communicate effectively, verbal and written; work without close supervision, detail oriented and well organized.
- CA driver's license and auto insurance
- Selected applicants are subject to, and must pass, a full background check.
- Must provide proof of up-to-date COVID-19 vaccinations including recommended doses in the primary series AND booster dose when eligible.



Policy and procedures regarding conduct in the workplace:

- Observe regulations on time card use and reporting.
- Observe attendance policy.
- Maintain a clean and safe work area.
- Observe general Safety/Employee Health policies and procedures.
- Maintain current all annual health screenings.
- Observe CMOAR Appearance/Dress standards.
- Maintain the privacy and confidentiality of both client and employee with regard to medical records.
- Display clearly visible identification.
- Treat all patients with respect and dignity and adheres' to the Patient Bill of Rights.
- Treats all employees with respect and dignity in accordance to non-discriminatory policy and procedure.
- Treat all employees/clients in a courteous and professional manner.
- Conduct only work related conversations when clients are waiting for service.
- Do not discuss other staff members, policies, problems or medical care in public areas of clinic.

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