



TITLE: DENTAL ASSISTANT
REPORTS TO: DENTAL OFFICE MANAGER
SUPERVISES: N/A
REVISION DATE: 01/24/2018
FLSA: NON-EXEMPT

GENERAL DESCRIPTION:

A full time, non-exempt position responsible for assisting the dentist(s) and dental hygienist(s) in the direct provision of primary care dental services to patients of the clinic. The Dental Assistant is also responsible for sterilization, preparation and inventory control of dental instruments and supplies.

SPECIFIC DUTIES AND JOB FUNCTIONS:

1. Requires a comprehensive knowledge of dental assisting techniques and procedures for all phases of general dentistry.
2. Knowledge of modern dental materials, their storage, handling and applications is required. Assists patients in resolving minor difficulties, answering their questions and giving directions to patients as authorized by the dentist or dental hygienist.
3. Serves as dentist's or dental hygienist's chair-side assistant.
4. Prepares operatory for patient treatment as per clinical protocols and the dentist's or dental hygienist's directions.
5. Obtains dental radiographs in accordance with state regulations and law as well as MyCare directive and protocol.
6. Performs independent procedures as delegated and directed by the dentist in accordance with state regulation and law and MyCare directive and protocol.
7. Maintains MyCare equipment in accordance with manufacturer's directions and policy and protocol.
8. Maintains all MyCare areas in compliance with directives and protocols as well as center policies and procedures relative to infection control, exposure control and safety issues.
9. Maintains adequate operatory supplies and compiles a list of individual item shortages for inventory control and ordering purposes.
10. Monitors patient flow, and assists the dentist(s) and dental hygienist(s) in assuring that all patient records and documents are properly and accurately completed and filed.
11. Receives and places necessary phone calls consistent with professional matters, clinic business and patient care of the practice.
12. Assists with various clinical and administrative functions of the health center as appropriate and time permits.
13. Ensures the sterility of all reusable dental instruments and equipment in accordance with practice directives and protocol.
14. Ensures the proper disposal of all contaminated or potentially contaminated materials in accordance with practice directives and policies as well as state and federal regulation(s).
15. Performs all functions in full compliance with the practice's Exposure Control Plan including, but not limited to, the use of Personal Protective Equipment and Universal Precautions.

16. Participates in appropriate health promotion/disease prevention activities, both on-site and off-site as required.
17. Travels when necessary to meet operational needs.
18. As directed by a supervisor, performs other related and/or necessary tasks to achieve organizational and programmatic goals and objectives.
19. Responsible for personal compliance in full with all applicable federal, state, local and center rules, regulations, protocols and procedures including, but not limited to, the participation of a Dental Assistant in the provision of clinical dental care, as well as those relating to, but not limited to, personal issues, work place safety, public health and confidentiality.
20. Responsible for compliance with all MyCare policies and procedures.
21. Promote efficient, organized and pleasant office operations in the health center and in the community consistent with the mission of MyCare to offer care in an atmosphere of dignity and respect.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to maintain confidentiality in all matters.
2. Meets all attendance and punctuality requirements to ensure proper coverage and quality service.
3. Professional and appropriate dress as required by the position.
4. Demonstrates an ability to resolve interpersonal and professional conflicts appropriately.
5. Strong oral and written communication and presentation skills.
6. Ability to establish and maintain effective professional relationships with coworkers and healthcare providers to achieve maximal results for the practice's patient from a system of integrated primary health care.
7. Excellent interpersonal and customer service skills to effectively and tactfully deal with a diverse group of patients, staff, customers, and community groups.
8. Ability to communicate effectively with diverse populations.
9. General computer proficiency.

PERSONAL ATTRIBUTES:

1. Must be honest and trustworthy; respectful of others.
2. Must be flexible and possess cultural awareness and sensitivity.
3. Must possess excellent written and oral skills.
4. Must demonstrate a commitment to the mission of MyCare Health Center.

QUALIFICATIONS

1. High School Diploma or GED certificate.
2. Completion of accredited course in dental assisting.
3. Dental Radiography Certification.
4. Registered Dental Assistant, preferred.
5. Current CPR (BLS) required

PHYSICAL DEMANDS

Prolonged sitting or standing may be required. Requires heavy lifting and pushing; over 25 pounds. Those physical movements and the degree of mobility, manual dexterity and hand-eye coordination normally associated with dental assisting in general practice dentistry will be performed on a repetitive basis. The ability to distinguish letters and symbols as well as the ability to utilize telephones, computer terminals and copiers is required. Work under stressful conditions as well as irregular hours may be required. Frequent exposure to communicable disease, body fluids, toxic substances, medicinal preparations, radiation and other conditions common to a clinical environment may routinely be encountered.