

JOB DESCRIPTION:	Dental Assistant
EMPLOYEE CLASSIFICATION:	Non-Exempt/Full-time
REPORTS TO:	Dental Clinic Site Manager
SUPERVISES:	No Supervisor Duties

Position Summary: A 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 center. The Dental Assistant is also responsible for sterilization, preparation and inventory control of dental instruments and supplies, as well as patient scheduling and billing. The Dental Assistant must be cognizant of the expectations and concerns of the center's dental patients and be able to respond in an empathetic and professional manner. The ability to work with persons from a wide diversity of social, ethnic and economic backgrounds is necessary. The Dental Assistant must be able to creatively work with other health care professionals from a variety of disciplines to achieve maximal results for the center's patient from a system of integrated primary health care.

Responsibilities and Essential Functions:

- Assists patients in resolving minor difficulties, answering their questions and giving directions to patients as authorized by the dentist or dental hygienist.
- Serves as dentist's or dental hygienist's chair-side assistant.
- Prepares operatory for patient treatment as per Dental Department protocols and the dentist's or dental hygienist'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 directions 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.
- Notifies lead or site manager when supplies are low.
- Maintains a list of all Dental Department patients, monitors patient flow, and assists the Dental Director, dentist(s) and dental hygienist(s) in assuring that all patient records and documents are properly and accurately completed.
- Receives and places necessary telephone calls consistent with professional matters, clinic business and patient care of the Dental Department.
- Schedule patients according to Dental Department protocols.
- Assists with various clinical and administrative functions of the center as appropriate and time permits.
- 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 regulation(s).
- Performs all functions in full compliance with the center's and the Dental Department Exposure and Infection Control Plan including but not limited to the use of Personal Protective Equipment and Universal Precautions.
- Participates in appropriate health promotion / disease prevention activities, both on-site and off-site as required.
- Travels when necessary to meet operational needs.
- As directed by a supervisor, performs other related and/or necessary tasks to achieve organizational and programmatic goals and objectives.

- 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 personnel issues, work place safety, public health and confidentiality.

Minimum Qualifications:

- High school diploma or GED certificate.
- Certification of Basic Skills in dental assisting required or must be able to obtain within one year of employment.
- Must have nitrous certification or be able to obtain within one year of employment.
- Excellent attendance record
- Must maintain current CPR certification.
- Ability to attend to multiple tasks at the same time and to prioritize assignments and responsibilities to ensure compliance with established deadlines and protocols.
- Effective oral and written communication skills in English are required. Effective oral communication skills in Spanish preferred.
- Must be able to see, hear, read, write, kneel, stand, sit and lift up to 25 lbs.
- Must be able to handle stressful situations.
- Possess cognitive skills necessary to understand medical terminology.
- Maintain professional appearance and attitude at all times.
- Must maintain patient confidentiality at all times.
- Must demonstrate tact, patience, and good communication skills in dealing with patients, staff, and the public.
- Ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle used is required.

OSHA Bloodborne Pathogen Exposure:

Category I

JOB CLASS

The Center reserves the right to revise or change job duties and responsibilities as the business need arises. In compliance with EEOC 29 CFR part 1630, if the essential functions of this position cannot be performed in a satisfactory manner by the employee, further accommodations shall be made if it does not constitute undue hardships upon this organization.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

I have read and understand the job description.

Employee Signature

Approved: _____
Supervisor Signature Date

EMPLOYEE ACKNOWLEDGEMENT

Katy Trail Community Health

Created: 06.04.07

Revised: 08.03.07, 08.13, 12.13, 2.16.11.19

Board Approved:

I understand that in the course of my employment with Katy Trail Community Health, Inc., I may have access to or become aware of confidential medical/wage/disciplinary and/or personal information concerning patients, families, and/or co-workers at the sites operated by Katy Trail Community Health. I understand that this information has been obtained and recorded for the purpose of the patient's medical treatment and/or personnel documentation, etc. I agree that I will use this information only for the purpose of my job responsibilities and that under no circumstances will I disclose any information about any patient or co-worker to any unauthorized person.

I also understand that any violation of this policy may be grounds for termination of my employment with Katy Trail Community Health.

Employee Name (Printed)

Employee Signature

Date