



## Position Description

**Position Title:** Dental Assistant

**Classification:**

**Supervisor:** Dentist

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*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities or requirements of this position. Employees are expected to perform other functions as assigned or requested to further support the organization's mission.*

### **Position Summary**

Assists dentist in all aspects of dental care delivery, including advanced or specialized dental assistant duties.

### **Essential Position Responsibilities**

#### Clerical

- Greets patients and screens for program eligibility
- Check patients in by verifying their appointment time, asking patients to sign in, and giving appropriate forms to complete
- Confirm patient eligibility for medical insurance coverage
- Enters data in the computer system to update patients' information.
- Collects co-payments/donations and prepares receipts; responsible for cash box
- Escorts patients from Check-In area to Dental Operatories.

#### Clinical

- Take, develop, mount and file radiographs.
- Clean, sterilize and package dental instructions
- Set up dental trays for procedures.
- Take impressions for diagnostic and opposing models.
- Remove sutures, post extracting, periodontal dressing and temporary sedative dressings.
- Apply topical fluoride after scaling by the Dentist.
- Place and remove rubber dams
- Place, wedge and remove matrices
- Perform hard, soft tissue and periodical charting under the supervision of the Dentist



- Assist the Dentist with prophies, operative restorations, root canals, pulpotomies, pulpectomies, specification, fixed and removable restorations, space maintainers and extractions.
- Assist with mouth mirror inspections of the oral cavity
- Provide oral hygiene education to patient and family
- Obtain endodontic cultures.
- Dry canals, previously opened by Dentist.
- Test pulp vitality.
- Remove excess cement from supra gingivival surfaces of teeth.
- Size stainless steel crowns, temporary crowns and bands.
- Temporary cementation and removal of temporary.
- Placement of post-extraction and periodontal dressings.
- Complies with rules and regulations of all agencies and regulatory bodies.
- Responsible for accurate and complete documentation of all patient care activities
- Perform a variety of clerical functions as needed to provide back up support to the clerical staff.
- Any other job responsibilities as assigned.

## **Skills**

- Knowledge of information and techniques needed to diagnose and treat injuries, diseases and deformities.
- The ability to be quick and efficient in completing tasks
- Good at listening to others
- The ability to stay calm in the event of an emergency
- Bilingual/Bicultural in English and Spanish preferred
- The ability to work efficiently and effectively in a fast paced environment
- The ability to provide excellent customer service to both patients and coworkers
- Ability to remain organized while managing multiple details
- Ability to communicate effectively
- Ability to relate to people from different socio-economic backgrounds
- Ability to handle multiple tasks
- Medical terminology
- Knowledge of HIPAA privacy and confidentiality practices. Knowledge of Microsoft Office and telephone protocol. Duties require professional verbal and written communication skills.
- Punctuality and excellent attendance required.
- Professional demeanor and appearance a must.
- Excellent customer service skills required.

## **Education and Experience**



- Graduate from accredited Dental Assisting School.
- Minimum of one year of recent experience as a Dental Assistant required.
- Dental Assistant Certification required
- Radiographic certification Provider level basic life support (BLS) required.
- Applicator Assistant Certification required
- High School Diploma or its equivalent
- Dental Assistant Certificate (Completion of Dental Assisting course by National Association of Trade and Technical Schools)
- 2 years experience preferred
- Completion of CPR and current certification

### **Supervisory Responsibilities**

This position does not have any supervisory responsibilities.

### **Physical Requirements**

Position requires standing and walking in a clinical setting. Some lifting of boxes and/or equipment may be required typically no more than 20 pounds.

### **Work Environment**

Code			
<b>C =</b> Continuously (70% or More)	<b>F =</b> Frequently (40-70%)	<b>O =</b> Occasionally (15-40%)	<b>R = Rarely</b> (Less than 15%)

Please use the codes above to complete the table below

Code	
Working indoors in a clinical setting	C
Working indoors in an office setting	F
Working indoors & outdoors delivering materials/transporting clients	R

Please check the statement that represents the Work Environment for this position

Routine exposure to blood or body fluids	x
Possible exposure to blood or body fluids	
No exposure to blood or body fluids	

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



The typical work environment has a moderate noise level and tasks and does not expose employee to physically unpleasant conditions and does expose employee to the following hazardous conditions:

Hazardous Exposure (Chemical and Infections):	Constantly
Non-Ionizing Radiation (Welding flash, microwaves, sun, etc.):	Frequently
Ionizing Radiation (X-Ray, Radioactive, Isotopes):	Constantly
Noise: (Loud/Repetitive, 85 decibels per OSHA Standard):	
Personal Protective Equipment (Respiratory Mask, Latex Gloves, Etc.):	Constantly

### **Travel Requirements**

Some local travel may be required.

### **Acknowledgement:**

I have read and received the Dental Assistant Position Description. I understand that this description is a summary of responsibilities and is not intended to be an all inclusive list. My position may include additional responsibilities as required. My signature below indicates receipt of this document and does not alter the at-will employment relationship in any way. If I have any questions about my Position Description or about my position I may contact my supervisor.

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Employee Signature

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Employee Name Printed

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Date