



## YOUR COMMUNITY HEALTH CENTER (YCHC)

*South Central Missouri Community Health Center*

### JOB DESCRIPTION

JOB TITLE: Dental Assistant

STATUS: Full-Time Non- Exempt

DEPARTMENT: Clinical/Dental

APPROVED BY: Board of Directors

APPROVAL DATE:

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **POSITION SUMMARY:**

Assists dentists with patient care and follow-up providing direct and indirect patient care in a mobile clinical setting. The Dental Assistant performs duties such as: prepare the patient for treatment, assist the dentist in performing their treatment to the patient in preventative and restorative dentistry or oral surgery, prepare materials and equipment for treatment and have them ready for the dentist's use, take x-rays and assist the dentist in laboratory work. May perform other related work to include, but not limited to, making appointments, ordering supplies and aiding with the dental billing.

### **Supervision Exercised:**

This position has no supervising duties.

### **Supervision Received:**

Reports to the Staff Dentist or Dental Director

### **ESSENTIAL JOB RESPONSIBILITIES:**

Demonstrates ability to carry out skills as outlined in the Dental Policies and Procedures for clinical areas including preparing patients, sterilizing and disinfecting instruments, setting up instrument trays, preparing materials, and assisting dentist during dental procedures.

### **Job Duties:**

- Greets patients and escort them to work area
- Work with patients to make them comfortable in the dental chair and to prepare them for treatments and procedures
- Review the health history, make chart entries and assure that forms are signed and completed
- Sterilize dental instruments
- Maintain a sterile and neat working environment according to current infection control procedures
- Prepare the work area for patient treatment by setting out instruments and materials
- Ensure clinic areas are kept stocked at acceptable levels
- Assist the dentist in the administration of treatment at the chair side as required or directed by the dentist
- Help dentists by handing them instruments during procedures
- Keep patients' mouths dry by using suction hoses and other equipment

- Instruct patients in proper dental hygiene and dietary instructions
- Check equipment daily to insure accurate functioning
- Expose, process and mount radiographs
- Ensure that ALL activities completed are charted within the patient's record
- Ensure patient flow is timely and accurate throughout the unit
- Complete billing charges at end of each treatment

All dental assistants complete tasks, such as helping dentists with procedures and keeping patient records, but there are four regulated tasks that **Registered Dental Assistants** may perform.

- Coronal polishing
- Sealant application
- Fluoride application
- Topical anesthetics application

### **MINIMUM QUALIFICATIONS:**

High School Graduate or GED

Current certification in Cardiopulmonary Resuscitation

Demonstrate knowledge of dental health education subjects

Ability to complete forms in an orderly and accurate manner

Able to use sound judgment. Possess a calm disposition and the ability to work easily with people, particularly with children

Ability to relate to the public in all areas

### **Preferred Education and Qualifications:**

Certification as a Registered Dental Assistant

Certificate for coronal polishing

### **WORKING CONDITIONS:**

Perform all duties in a manner that promotes team concept and reflects the Community Health Center mission and philosophy

Willingness to work a flexible schedule when circumstances necessitate

Physical Demands: Lifting, bending, reaching, pushing, carrying, sitting, vision corrected in normal range, hearing corrected in normal range

Hazardous Conditions: Exposure to infectious diseases; potential exposure to physical violence

Exposed to: Cold/heat controls, close contact with sick people

Multiple Duties: Must be able to work under conditions of constant interruption and be able to stay on task.

This job description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities, and working conditions may change as organizational needs evolve.