

DENTAL ASSISTANT

Anderson Valley Health Center, Inc.
Job Description

EXEMPT: No

SUPERVISOR: Dental Director

SUMMARY: Provide chair side supportive services for dental providers. Maintain patient flow in dental clinic.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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| 1. Provide chair side support to Dental Provider. |
| 2. Monitor and Reinforce patient comfort. |
| 3. Maintain patient flow to ensure continuous delivery of dental services. |
| 4. Perform office management tasks |
| 5. Patient education - hygiene and other preventative dental instruction, post-operative instruction as directed by Dental Provider. |
| 6. Complete post-patient operatory disinfection and barrier protection. |
| 7. Perform instrument sterilization and tray setup. |
| 8. Restock operatories with dental materials and supplies. |
| 9. Inventory control – assess supplies stock in dental rooms and lab |
| 10. Review patient health history for pertinent findings. |
| 11. Chart documentation as instructed by provider. |
| 12. Maintenance of dental handpieces, equipment and units. |
| 13. Daily dental operational set up and shut down of systems. |
| 14. Receive dental supply shipments. |
| 15. Other duties as assigned. |

A Dental Assistant can perform the following basic supportive Dental Procedures under the direct supervision of the Dental Provider (checked and approved prior to patient dismal.)
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| 1. Remove Post Extraction and Periodontal dressings. |
| 2. Hold Anterior Matrices. |
| 3. Remove Sutures. |
| 4. Apply topical Fluoride after Scaling and Polish. |
| 5. Place and remove Rubber Dams. |
| 6. Place Wedge and remove Matrices. |
| 7. Take Blood pressure reading. |

Qualifications:

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| 1. High School Graduate |
| 2. CPR Certificate |
| 3. Bilingual (Spanish) skills preferred |
| 4. X-ray License preferred |

Knowledge and Abilities:

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| 1. Ability to maintain confidentiality of Clinic information to include protected health information. |
| 2. Ability to work as a member of team and to promote teamwork with other staff members. |

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3. Basic computer skills: typing 40 wpm, knowledge of digital dental charts and x-rays
PHYSICAL REQUIREMENTS
1. Must be able to lift up to 40 pounds and push up to 100 pounds (on wheels).
2. Must be able to hear staff on the phone and those who are served in-person, and
3. Speak clearly in order to communicate information to clients and staff.
4. Must be able to have vision which is adequate to read memos, a computer screen, registration forms and other clinic documents.
5. Must have high manual dexterity.
6. Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouching, reaching, kneeling, twisting/turning, fingering and feeling.
CITIZENSHIP:
PROFESSIONAL RESPONSIBILITY & COURTESY:
1. Supports AVHC Mission Statement by treating all patients with respect and equality.
2. Represents organization in a professional and positive manner.
3. Removes barriers for those who have difficulty dealing with systems and processes.
4. Act in a professional manner while performing duties listed in this job description.
5. Foster an environment that promotes trust and cooperation among all staff of AVHC
6. Ability to work under mental and physical strain and physically able to perform assigned duties, including CPR.
7. Knowledge of Basic Communicable Disease, preferred
8. Knowledge of Infection Control Practices and Blood-borne pathogens, Occupational Safety Procedures, preferred.
COMMUNICATION:
1. Asks appropriate questions when necessary.
2. Able to communicate in writing in a clear and concise manner.
3. Establish and maintain an effective working relationship with medical, dental, behavioral health, administrative, clerical and management staff, as well as community resource agencies.
4. Listens without judgment.
5. Able to work well with patients, staff and community.
6. Uses appropriate phone etiquette.
FLEXIBILITY/TEAM WORK:
1. Ability to coordinate efforts with coworkers when needed.

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2. Works independently and responsibly with self-initiation.
3. Willing to accept new tasks or relinquish tasks when directed.
4. Personal activity occurs primarily during personal break periods.
HEALTH AND SAFETY:
1. Respects work environment.
2. Reports potential safety hazards.
3. Understands and adheres to safety policies and procedures.
4. Understands and adheres to infection control policies and procedures.
5. Handles and operates clinic equipment in a safe and responsible manner.
CUSTOMER SERVICE:
1. Demonstrates ability to answer patient inquiries and direct patient to appropriate resource within the Clinic.
2. Shows and fosters respect and appreciation for each person whatever that person's background, race, age, gender, disability, values, lifestyle, perspectives or interests.

SUPERVISOR: Administrative- Patient Resources Manager

LINE OF PROMOTION: None

POSITION: Fulltime Part-time

Americans with Disabilities Act Statement:

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential position responsibilities as listed in this position description either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case by case basis.

I am able to perform the essential functions of this job, with or without reasonable accommodations

SIGNED: _____ DATE: _____