

COMPASSION COMMUNITY CLINIC

A FREE CLINIC, PROVIDES FAITH-BASED DENTAL CARE TO THE UNDERSERVED ADULTS IN NORTHERN NEVADA, THROUGH CHRIST JESUS, THE GREAT HEALER

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Supersedes Date: Fall 2017
Original Date: August 2013
Policy Section: JOB DESCRIPTIONS

DENTAL ASSISTANT (DA)

SUMMARY OF THE POSITION:

The Dental Assistant will attend to the dental care needs of the patients of Compassion Community Clinic. Currently our schedule is 3 days per month on a Friday and Saturday rotation.

During Patient sessions, under the direction of the Dentist on duty the DA will greet, seat and prepare patients for their care and will assist the Dentist and/or Hygienist.

On non-clinic days DA will assist with Back-Office as needed in preparation for patient sessions.

REPORTS TO:

Dentist on duty for issues relating to oral health care, Back Office Manager (BOM) / Lead Dental Assistant (LDA) in regards to back-office issues and to Executive Director regarding administrative issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Creates a friendly, comfortable setting in which the patient can feel supported and cared for.
Models appropriate OSHA/Infection Control measures
Seats and prepares patient; takes and records medical and dental histories and vital signs of patient.
Assists dentist and/or hygienist during examination and treatment.
Escorts patient to front desk at end of treatment.
Expose diagnostic dental x-rays with sensor (must have Radiation Safety Certificate).
Instructs patients in oral hygiene and plaque control programs.
Provides postoperative instructions prescribed by dentist.
Records treatment information in Dentrix.
Sterilizes instruments.
Cleans and disinfects operatories after use and prepares operatories for patient care following P&P guidelines.
Maintains equipment on prescribed schedule (e.g. curing lights, handpieces, sterilizers, spore tests, etc.).
Reports equipment and instrument malfunctions to BOM / LDA and Executive Director.
Maintains asepsis during all procedures.
Stocks the operatories as appropriate.
Helps to complete housekeeping lists posted in sterile room.
Communicates well with the ED and follows CC Clinic's Policies and Procedures
Ensures that the back office runs smoothly, keeping everything uniform, consistent, clean and orderly.
Prior to a Clinic Day prepares the back office of CC Clinic
Manages the Opening and Closing List, maintains handpieces

QUALIFICATIONS:

Provides a current copy of CPR / AED certification.
Provides a copy of X-ray certification.
Proficient in the procedures of dentistry, clinic infection control, and x-ray, as well as cleaning and sterilization of instruments.
Follows OSHA and HIPAA standards in all duties performed in the clinic.
Demonstrates effective communication and interpersonal skills.
Supports the mission of Compassion Community Clinic and has the ability to offer encouragement to patients.
Willing to ask for help when situations present which are beyond their ability, knowledge, or scope of practice.
Exhibits a willingness to learn new skills within the scope of practice.
Must be able to move, stand, stoop, walk, and bend freely.

SPECIAL INSTRUCTIONS TO APPLICANTS: When you apply please attach a current resume.

COMPENSATION & BENEFITS:

Approximately 30 hours per month at \$13.00 per hour (hours may increase as clinic days increase.)

This position requires a commitment of one year.

If interested, please visit our website: www.nvccclinic.org , print the volunteer application and mail it, along with your resume to Compassion Community Clinic, Attn: Kathy Secrist at 6015 S. Virginia Street, Suite E #368, Reno, Nevada 89502

Signature: _____ Date: _____