

COMPASSION COMMUNITY CLINIC

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

DENTAL ASSISTANT

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Supersedes Date: 8/1/2013
Original Date:
Policy Section: JOB
DESCRIPTIONS

SUMMARY OF THE POSITION:

The Dental Assistant will attend to the dental care needs of the patients of Compassion Community Clinic. Under the direction of the Dentist on duty the Dental Assistant will greet, seat and prepare patients for their care and will assist the Dentist and/or Hygienist that is the provider in the clinic.

REPORTS TO:

Dentist on duty for issues relating to oral health care and to Executive Director regarding administrative issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Create a friendly, comfortable setting in which the patient can feel supported and cared for.
Conforms to local, regional, state, and national regulatory agency policies.
Seats and prepares patient; takes and records medical and dental histories and vital signs of patient via written or electronic medical records (EHR).
Assists dentist and/or hygienist during examination and treatment.
Escorts patient to front desk at end of treatment.
Expose and develop diagnostic dental x-rays (must have Radiation Safety Certificate).
Instructs patients in oral hygiene and plaque control programs.
Provides postoperative instructions prescribed by dentist.
Records treatment information in patient records (electronic health record, EHR).
Sterilizes instruments.
Cleans and disinfects operatories after use and prepares operatories for patient care following)&P guidelines.
Maintains equipment on prescribed schedule (e.g., x-ray processor, traps, curing lights, handpieces, sterilizers, spore tests, etc.).
Orders supplies as needed via established system.
Reports equipment and instrument malfunctions to Clinic Administrator or Executive Director.
Answers phones and schedules appointments as needed.
Maintains asepsis during all procedures.

QUALIFICATIONS:

Maintains Healthcare Provider CPR.
Has a Radiation Safety Certificate
Demonstrates knowledge of dentistry procedures, clinic infection control procedures, cleaning and sterilization of instruments and tray set up.
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.
Bilingual a plus!

This position requires a commitment of 1 year averaging 4 hours per month.