

# COMPASSION COMMUNITY CLINIC

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

## LEAD DENTAL ASSISTANT (LDA)

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Supersedes Date:  
Original Date: February 2015  
Policy Section: JOB DESCRIPTIONS

### SUMMARY OF THE POSITION:

The Lead Dental Assistant (LDA) is a Dental Assistant who is ultimately responsible for all aspects of the back office. The LDA is the resource person for the back office during clinic sessions. The resource person is the back-up for all dental procedures and needs. The LDA maintains the sterile room and acts as the runner and extra set of hands wherever needed. (If the LDA is not available during a clinic session, the Executive Director will attempt to designate another qualified Dental Assistant as the resource person for that clinic session.)

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

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Ensures that the back office runs smoothly, keeping everything uniform and consistent  
Follows CC Clinic's Policies and Procedures and upholds the Statement of Faith by words and actions  
Communicates well with the ED  
Models appropriate OSHA/Infection Control measures  
Creates merchandise orders and gives to ED for approval  
Handles paperwork associated with merchandise  
Manages the daily, weekly, monthly, and yearly checklists in a timely manner  
Keeps the back office clean and orderly  
Prior to a Clinic Day prepares the back office of CC Clinic  
Maintains the equipment and communicates to the ED and Repair Tech as needed  
Coaches new dental staff and helps during orientation if needed  
Helps OSHA Compliance Officer with the maintaining of the MSDS/SDS book and Hazard Communication Program  
Job is a paid position, \$12/hour averaging 20 hours/month. Hours and wage may be changed per Executive Director's recommendation and Board's approval.  
During clinic hours the Lead Assistant performs a variety of back office duties as a team member, which may include, in part: sterilization, developing X-rays, cleaning rooms, bringing supplies into operatories as requested, and promoting harmonious teamwork at all times.

### QUALIFICATIONS:

Provides a current copy of CPR 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 his/her 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.

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

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