

COMPASSION COMMUNITY CLINIC

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

DENTAL ASSISTANT (DA) – P/T PAID

Supersedes Date:
Original Date:
November 2017
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 (CC Clinic). Currently our schedule is 3 days per month on a Friday and two Saturdays. Other non-clinic times throughout the week are required in preparation for patient sessions (specific date/times are flexible).*

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, infection control, and x-ray, as well as cleaning and sterilization of instruments**

Follows OSHA, CDC, NV State Board and HIPAA regulations with 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**

**Qualified applicants will be asked to provide all of the required documentation and attend an orientation as if becoming a CC Clinic volunteer. This will allow the applicant to work three clinic days, as a working interview, before a paid position can be offered.

The above statements are intended to describe the general nature and level of work performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties or skill required. In order to continue to manage an effective ministry, leadership may need to add or change the duties of this position at any time.

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. An annual evaluation will be conducted by the ED with input from the BOM and LDA. Wage increases will be considered on the basis of job performance and CC Clinic's ability to support the same.

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: _____