

COMPASSION COMMUNITY CLINIC

COMPASSION COMMUNITY CLINIC IS A FAITH-BASED CLINIC PROVIDING FREE DENTAL CARE TO UNDERSERVED ADULTS IN NORTHRN 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 2-3 days per month on a **Friday and/or Saturday** rotation. 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: To apply, please follow the instructions on <https://www.nvccclinic.org/dental-assistant.html> If you would prefer to mail in your application, please do so to Compassion Community Clinic, Attn: Kathy Secrist at: 840 I Street, Suite #4, Sparks, Nevada 89431

COMPENSATION & BENEFITS:

Approximately 10-20 hours per month at \$15.00 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.

Signature: _____

Date: _____

