

COMPASSION COMMUNITY CLINIC

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

DENTAL ASSISTANT (DA) – P/T PAID

Supersedes Date:
June 2019
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). Patient care is provided a few days each month on Fridays and/or Saturdays. Other DA work hours 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.

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 or Clinic Administrator 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 administrative staff 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: provide all of the required documentation, attend an orientation, then work three clinic days as a volunteer, 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 \$20.00 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 / 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: Executive Director at 6015 S. Virginia Street, Suite E #368, Reno, Nevada 89502

Signature: _____ Date: _____