



## JOB DESCRIPTION

**Title: Dental Assistant**

**Reports to: Director of HEP Dental Clinic**

**Department: Dental and Wellness Clinic**

**FLSA Status: Full Time; Non-Exempt**

### **GENERAL SUMMARY:**

Provide quality support for Dental team. The Dental Assistant works chairside as the dentists examine and treat patients. The Dental Assistant will make patients as comfortable as possible in the chair, prepare them for treatment, and obtain dental records. The Dental Assistant must be efficient in fourhanded dentistry and knowledgeable of all restorative and dental laboratory procedures. The Dental Assistant sterilizes and disinfects instruments and equipment, prepares tray setups for dental procedures, and instructs patients on postoperative oral health care.

Must be highly self-motivated, able to work independently and multi-task efficiently. The Dental Assistant must be able to communicate effectively and be a strong and supportive team player. The Dental Assistant must be able to display empathy and compassion while communicating with patients, staff, and volunteers.

### **PRINCIPAL RESPONSIBILITIES:**

- Greet patients by welcoming, comforting, seating, and draping patients
- Prepare treatment room for patient by following prescribed procedures and protocols
- Utilize database to record clinic notes, medical history, review charts, create treatment plans and agreements
- Obtain consents and provide pre- and post-operative instructions to patients for all patient procedures
- Provide instrumentation by sterilizing and delivering instruments to treatment area; positioning instruments for dentist's access; suctioning; passing instruments.
- Provide diagnostic information by exposing and recording radiographic findings as directed by the dentist
- Ensure all treatment rooms, laboratory, and back offices are clean, stocked, and in working order
- Take impression for study models and perform necessary lab work as directed by the dentist
- Follow standard procedures for infection control and Bio Waste per OSHA/CDC/HEP protocol
- Teach patients appropriate oral hygiene strategies to maintain oral health
- Follow guidelines as stated under sovereign immunity for the Department of Health
- Ensures operation of dental equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions
- Maintains dental supplies inventory by checking stock to determine inventory level; anticipating needed supplies
- Maintains professional and technical knowledge by attending educational workshops and reviewing policies and procedures
- Contributes to team effort by accomplishing related results as needed

**EDUCATION, KNOWLEDGE AND SKILLS:**

- Excellent organizational skills
- Superior communication skills both written and verbally
- Sensitivity to the cultural diversity of clients to successfully work with diverse racial, ethnic and economic groups
- Must be reliable and have good manual dexterity
- Must have strong time-management skills
- Proficient in Microsoft Office Suite
- The ability to learn new programs with internal software
- Prefer knowledge with Dentrix/Dexis
- Be able to travel to off-site meetings
- Have two years or more experience as EFDA/CDA
- Dental Radiological Health and Safety Certificate
- CPR Certified
- All HEP required training (provided)

**WORKING CONDITIONS:**

- Sitting, standing, walking, bending, reaching, stooping and climbing is required
- Ability to lift up to 30 pounds with ease
- Walking and standing on uneven surfaces around campus
- Must have a valid, clean driving record in order to fulfill company travel requirements
- Must be able to successfully pass a background check, drug and alcohol screening

*The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job, and be a reasonable representation of its activities.*

*HEP is a Drug Free Workplace and Equal Opportunity Employer. HEP does not discriminate against any class of protected persons covered by applicable law in its hiring and/or advancement opportunities. HEP encourages people of all minority statuses to apply.*

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Employee Signature

\_\_\_\_\_  
Date

