HOMELESS EMPOWERMENT PROGRAM

JOB DESCRIPTION

Title: **Dental Assistant**
Reports to: **Dental Clinic Manager**
Department: **Dental and Wellness Clinic**
FLSA Status: **Non-Exempt; Full Time**
***This position does not have remote capabilities**
***Candidate must be flexible to work occasional weekend or evenings hours to be considered**

The Dental Assistant supports the delivery of high-quality dental care by assisting HEP volunteer dentists during examinations and procedures, preparing treatment rooms, maintaining equipment and supplies, and ensuring a positive patient experience. The Dental Assistant plays a key role in promoting efficient dental clinic operations while providing compassionate care to patients.

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:

- Prepare exam rooms, instruments, and materials for patient appointments.
- Assist the volunteer dentists during examinations, procedures, and treatments.
- Sterilize and disinfect dental instruments and equipment following infection control standards and clinic protocols.
- Assist with dental impressions, temporary restorations, sealants, fluoride treatments, and other procedures as permitted by certification and state regulations.
- Monitor and document patient information, treatment plans, and clinical notes as directed.
- Utilize Dentrix software to document clinical notes, update and review medical and dental histories, review patient charts, create treatment plans, and prepare consent forms.
- Obtain consent and provide pre- and post-operative instructions to patients for all dental procedures.
- Fill out prescription forms and specialist referrals and follow procedures for each.
- Explain procedures, oral hygiene instructions, and post-treatment care to patients.
- Ensure patient comfort before, during, and after treatment.
- Address patient questions and concerns in a professional and compassionate manner.
- Maintain accurate patient records and documentation.
- Assist with appointment scheduling, patient check-in, and check-out processes when needed.
- Maintain inventory of dental supplies and notify management when supplies need replenishment.
- Support clinic outreach events and special programs as assigned.
- Maintain patient confidentiality and protect sensitive information.
- Ensure compliance with clinic policies, procedures, and regulatory requirements.
- Participate in quality improvement activities, training, and staff meetings.
- Review HEP Express when necessary to obtain information needed to support patient care and treatment planning.
- Ensure all exam rooms, laboratory and back offices are clean, stocked, and in working order

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- Expose, process, and document diagnostic radiographs to assist the dentist in evaluating and diagnosing patient conditions.
- Ensure compliance and follow all safety measures with infection control and Bio-Waste per OSHA/CDC/HEP protocols.
- Educate patients on appropriate hygiene home care procedures to maintain good oral health.
- Follow guidelines as stated under sovereign immunity for the Florida Department of Health.
- Ensure accurate operation of dental equipment by completing preventative maintenance requirements, following manufacturer's instructions, and troubleshooting malfunctions.
- Participate in daily huddles and scheduled staff meetings.
- All other duties assigned by the Dental Office Manager.

EDUCATION, KNOWLEDGE AND SKILLS REQUIRED:

- High School diploma or GED.
- Must have either EFDA or CDA current certification.
- Current Dental Radiological Health and Safety Certificate.
- Knowledge of dental terminology, procedures, infection control practices, and patient care standards.
- Experience working in a community health center, nonprofit clinic, public health setting, or dental practice is preferred.
- Sensitivity to the cultural diversity of clients to successfully work with diverse racial, ethnic, and economic groups.
- Proficient in Microsoft 365.
- Prior working knowledge of Dentrix/Dexis. Preferred.
- Ability to work independently as well as a team.
- Excellent communication skills both verbal and written.
- Ability to multi-task with ease.
- Strong organizational skills.
- Superior attention to detail a MUST.
- Ability to multitask in a fast-paced environment.
- Bilingual in Spanish a plus but not required for position.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Ability to stand, walk, bend, and sit for extended periods.
- Ability to lift up to 35 pounds with ease; Anything over 35 pounds requires a team lift.
- Manual dexterity sufficient to handle dental instruments and equipment.
- Must be able to successfully pass a Level 1 background, drug and alcohol screenings.

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.

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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