



JOB DESCRIPTION

Position:	Dental Assistant
Department:	Dental Support
Reports to:	RDA Lead/Site Administrator/Dental Director
FLSA Status:	Non-Exempt Position
Grade:	4

GENERAL PURPOSE:

The Dental Assistant (DA) is under the supervision of the RDA Lead, the DA instructs patient in oral hygiene and dental education and assists Dentist and Registered Dental Hygienist.

MAIN RESPONSIBILITIES AND DUTIES:

- 1) Assists patients calling and visiting clinic
 - a. Seats and dismisses patients
 - b. Coordinates patients and procedures
 - c. Keeps patient flow steady
 - d. Instructs patients on oral hygiene
 - e. Preview patients chart in EDR
- 2) May remove the:
 - a. Post-extraction and periodontal dressings
 - b. Sutures
- 3) May take the:
 - c. impressions for diagnostic and opposing models
- 4) May apply the:
 - a. Non-aerosol and non-caustic topical agents
 - b. Topical fluoride after scaling and polishing by the supervising Dentist or Registered Dental Hygienist
- 5) May perform pulp test
- 6) Cures restorative materials in operative site with light curing device
- 7) Chairside assisting
- 8) Takes, scan and transfer digital x-rays
- 9) Sterilizing and setting up:
 - a. Sets up all patient rooms
 - b. Sterilizing instruments and patients area
 - c. Keeps cabinets clean and sterile
- 10) Maintains dental equipment
 - a. Orders supplies when assigned this task
 - b. Keeps operatories stocked and sterile
- 11) Complies with OSHA regulations
- 12) Maintains professional growth by attending all meetings and in-services
- 13) Participates in CQI activities and staff meetings

- 14) Treats all clients, staff and the community with respect and courtesy
- 15) Utilizes effective means to resolve conflict
- 16) Utilizes effective verbal and written communication skills
- 17) Flexibility to work at other Ampla Health sites as needed
- 18) Other duties as assigned by supervisor

QUALITIES & CHARACTERISTICS

- 1) Maintains a professional relationship and positive attitude with co-workers, the public, patients and all Ampla Health's staff, Board of Directors and vendors
- 2) Maintains the highest professional ethics and is honest in dealing with people; is a model for all employees through his/her actions
- 3) Strive to learn more and is receptive to learning different methods of doing things
- 4) Displays enthusiasm toward the work and the missions of Ampla Health
- 5) Maintains excellent attendance and punctuality
- 6) Ability to navigate through several different systems
- 7) Maintains a professional appearance at all times
- 8) Readily adapts to change

PROFESSIONAL KNOWLEDGE, SKILLS & ABILITIES

- 1) Must have a High School Diploma
- 2) Current CPR card
- 3) DA certificate
- 4) Some dental assisting experience preferred
- 5) Demonstrate clear knowledge of Ampla Health's clinic structure, standards, procedures and protocols

COMMUNICATIONS SKILLS

- 1) Must have neat and legible handwriting
- 2) Must be able to interact with patients courteously and calmly
- 3) Ability to communicate well with the public
- 4) Demonstrate active and focused listening skills
- 5) Must be able to type accurately with proper verbiage and grammar

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

Works well with patients in a generally comfortable environment office. Employees must possess the following physical requirements:

- 1) Must be able to work on feet the majority of the day without tiring
- 2) Must be able to lift up to 40 lbs and push up to 100 lbs (on wheels)
- 3) Must have vision which is adequate to read memos, chart and other clinic documents
- 4) Must have high manual dexterity
- 5) Must be able to reach above the shoulder level to work, bend, squat and sit, stand and twist/turn
- 6) May be exposed to contagious/infectious diseases

EMPLOYEE
NAME(PRINT)

EMPLOYEE SIGNATURE

DATE