

JOB DESCRIPTION

Job Classification: Dental Assistant- Level 1

Reports to: Dental Clinic Manager/Dental Director

Supervises: None

Last reviewed: 12/15/17

POSITION PURPOSE:

This position is the first of three dental assistant levels. After testing or direct observation, the dental director or designee can certify an assistant to the next level. This position greets and prepares dental patients, performs a variety of technical duties to assist dentists in the examination and treatment of patients; and performs related duties involved in the care and maintenance of dental instruments, equipment and supplies following infection control protocols.

MINIMUM QUALIFICATIONS:

Education: High School diploma or GED. Completion of an approved dental assisting program preferred.

Registration: Washington State Department of Health Registration – Required

Certification: Certified Dental Assistant (CDA) preferred.

Experience: None required.

Equipment/Skills: Ability to work as a team member within a clinical environment, ability to set up and prepare dental equipment and instrumentation in accordance with established regulations and guidelines. Willingness to learn new skills and take direction from team mates and dentists.

Physical demands: Ability to physically perform the functions of the job, including sitting, standing, walking, lifting, carrying, bending, and reaching with or without reasonable accommodation.

Status Classification: Hourly

PRIMARY JOB RESPONSIBILITIES:

1. Maintain a current registration with the State that is the employee's responsibility to renew annually based on date of birth and give the renewed registration to the supervisor at least 2 weeks prior to expiration date.
2. Communication- Communicates effectively and courteously with all VVHC staff, clients, and community partners, utilizing appropriate channels of communication for problem-solving and conflict resolution. Sustains a cooperative, helpful, respectful and professional working relationship with supervisor. Can take direction with enthusiasm and understanding. Asks appropriate clarifying questions relative to scope of assignment.

3. Organization and Time Management - Productive and efficient use of time, prioritizing appropriately. Maintains a clean, orderly and professional work area. Does not allow personal issues to interfere with workload & keeps social interaction to a minimum. Takes & returns from lunch/breaks in timely manner. Follows guidelines established at time of assignment. Accepts assignments willingly.
4. Safety - Ensures safe work environment, promotes accident prevention and follows proper reporting procedures for situations that impact safety or customer service. Actively participates in quality improvement processes and identifies priorities.
5. Work Ethic - Adheres to policies and procedures. Takes responsibility for own actions & seeks to correct mistakes. Initiates and follows through on assignments in a timely manner. Consistently reports to work on time & ensures PTO is available for unexpected absences.
6. Team Contribution - Promotes positive teamwork and cohesiveness between all staff. Participates in and supports team meetings, activities & problem solving. Provides constructive recommendations for improvements within department & clinic as a whole and acts as resource of knowledge, skills and conduct. Participates in training and mentoring of new staff members. Keeps behaviors, communications and other outward expressions regarding Valley View Health Center in a positive manner.
7. Service Excellence - Demonstrates awareness of and commitment to goals and mission of VVHC. Prioritizes customer service. Maintains high quality, accuracy, and neatness in work performed. Remains calm & tactful under stress, conflict or emergencies.
8. Confidentiality/Professionalism - Maintains organizational and patient confidentiality. Maintains appropriate personal boundaries with clients and co-workers. Acts with integrity. Accepts supervision and criticism in constructive manner. Maintains professional appearance. Demonstrates ability to adapt to change. Understands all HIPPA for proper handling of patient related information.

JOB KNOWLEDGE:

1. Understands the functions, expectations and responsibilities of the job, policies, procedures and standards of the organization. Comprehends how the job interrelates with the organization and its mission, vision and values. Shows initiative for continuous learning and demonstrates ability to grasp new skills and concepts. To include:
 - Knows our charting system and how all entries in patient charts are made.
 - Where everything in the office is located
 - All supplies we stock and the reordering process
 - How to use the SDS book.
 - Current WISHA guidelines
 - Requirements of the infection control manual
 - The ability to educate patient and parents of treatment needs and home care instructions
 - Obtains continuing education credit hours to maintain any professional credentials
 - Seeking out additional educational opportunities to continuously improve skills

JOB PERFORMANCE:

1. Performs the functions, expectations and responsibilities of the job thoroughly, accurately and efficiently while exhibiting the required skills and abilities of the job. To Include:
 - Properly turning over an operatory per WISHA/OSHA and AAAHC requirements
 - Sets up an operatory for basic procedures done in this clinic
 - Can assist chair side for basic procedures done in this clinic
 - Knows how to place an effective rubber dam.
 - Knows correct instrument cleaning, sterilizing, and tray set up and storage procedures.
 - Operates steam autoclave, statim, and ultrasonic machine.
 - Exposes, develops, and properly displays all required radiographs as well as knowledge of how the x-ray machines works.
 - Completes assigned duties as directed and logs these duties in the appropriate place in a timely manner.
 - Capable of doing some minor lab procedures, including accurate pouring of models.
 - Knows how to set up and safely operate all chair side equipment;
 - All handpieces
 - Amalgamators
 - Air/water syringes
 - Curing lights
 - Operating light
 - Dental chair controls
 - Knows how to prepare all materials for use;
 - Sedative filling...IRM..
 - All cements
 - Cavity liners....Vitrebond
 - Impressions
 - Amalgam
 - Composite
 - Stainless steel crowns
 - Knows all surgical instruments and their use.

Qualifications for moving to Level 2. – The Dental Director or designee and the Clinic Manager are able to sign off that the staff member is proficient in the above mentioned skills.

ACKNOWLEDGMENT:

I have read and understand the above Job Description, and agree with it.

Employee Signature

Date

Supervisor Signature

Date