



HHM Health Position Description

POSITION:	Dental Assistant
DEPARTMENT:	Dental
JOB CODE:	
PAY RANGE:	
FLSA STATUS:	Non-Exempt
REPORTS TO:	Dental Office Manager

PURPOSE OF THE POSITION:
Responsible for assisting the dentist(s) and dental hygienist(s) in the direct provision of primary care dental services to patients of the center.
SCOPE AND MAGNITUDE:
The Dental Assistant is also responsible for sterilization, preparation and inventory control of dental instruments and supplies.
POSITION FUNCTIONS:
<ul style="list-style-type: none"> ▪ Assists patients in resolving minor difficulties, answering their questions and giving directions to patients as authorized by the dentist or dental hygienist. ▪ Serves as dentist's or dental hygienist's chair-side assistant. ▪ Prepares operator for patient treatment as per Dental Office protocols and the dentist's or dental hygienist's directions. ▪ Exposes and develops dental radiographs in accordance with state regulations and law as well as Dental office directives and protocol. ▪ Performs independent procedures as delegated and directed by the dentist in accordance with state regulation and law and Dental Office directives. ▪ Maintains Dental Office areas and equipment in accordance with manufacturer's directions and Dental Office policy and protocol relative to infection control, exposure control and safety issues. ▪ Maintains adequate operator supplies and compiles a list of individual item shortages for inventory control and ordering purposes. ▪ Pulls and files patient charts as required assure that all patient records and documents are properly and accurately completed and filed. ▪ Insures the sterility of all reusable dental instruments and equipment in accordance with Dental Office directives and protocol. ▪ Insures the proper disposal of all contaminated or potentially contaminated materials in accordance with Dental Office directives, center policies as well as state and federal regulation(s). ▪ Performs all functions in full compliance with the center's and the Dental Office Exposure Control Plan including but not limited to the use of Personal Protective Equipment and Universal Precautions. ▪ Participates in appropriate health promotion / disease prevention activities, both on-site and off-site as required. ▪ As directed by a supervisor, performs other related and/or necessary tasks to achieve organizational and programmatic goals and objectives. ▪ Responsible for personal compliance in full with all applicable federal, state, local and center rules, regulations, protocols and procedures including but not limited to the participation of a Dental Assistant in the provision of clinical dental care, as well as those relating to, but not limited to personnel issues, work place safety, public health and confidentiality. ▪ Other duties as assigned.
SUPERVISION OF PERSONNEL:

<u>TITLE OF DIRECT REPORTS</u>	<u>EXEMPT</u>	<u>NONEXEMPT</u>
N/A		
WORKING RELATIONSHIPS:		
Will interact both internally and externally with a variety of people, including but not limited to: executives, leadership, HHM office administrators or assistants, dental clinic staff and other coworkers; general public including patients and their relatives or support.		
KNOWLEDGE AND SKILL REQUIRED:		
EDUCATION: High School Diploma or equivalent required. Completion of accredited course in dental assisting or related field preferred; Dental Assisting Certificate required. TX Registered Dental Assistant required. Current CPR required.		
EXPERIENCE (and other qualifications): 1-3 years' related experience, specifically working in a clinical setting required. Experience in dental assisting techniques and procedures, modern dental materials (storage/handling/applications) is required. Strong MS Office skills with high level of comfort with computers in general. Must have experience working with patients from all backgrounds and cultures.		
COMMUNICATION SKILLS: Spanish language ability preferred. Must possess the ability to read, analyze and interpret general publications. Ability to effectively present information and respond to questions from groups of managers, coworkers, patients and providers. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the community.		
MATHEMATICAL SKILLS: Must possess ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals		
REASONING SKILLS: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form		
PREFERRED REQUIREMENTS: <ul style="list-style-type: none"> • Excellent professional written and verbal communication and interpersonal skills; • Ability to produce quality work within tight timeframes; • Capable of observing, receiving and otherwise obtaining information from all relevant sources then analyzing information/evaluating results to choose the best solution and solve problems 		
SOFT SKILLS:		
<ul style="list-style-type: none"> • Knowledge of current social and economic problems pertaining to public health and their impact of primary health care. • Cognizant of the prevalent stressors and their impact on both the professional provider and the patient population within Healing Hands Ministries, the community, and all of HHM clinical/dental settings. • Organized, dependable and a team player; • Attention to detail and a have high sense of urgency; • Must display good judgment, maintains confidentiality, sound decision-making, and be able to work independently, as needed; • Flexible, adaptable and a high level of initiative; • Able to establish and maintain interpersonal relationships; • Work in a fast-paced environment and display strong customer service skills 		
PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:		

- Works indoors with a variety of office equipment in the dental office and exam/procedure rooms that include well-lighted, well-ventilated, and adequate space. Frequent exposure to communicable diseases, bodily fluids, toxic substances, and other conditions common to working in a primary care setting. May be exposed to strains and injuries from patients and equipment
- Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; extensive reading; inspecting and observing information on a computer screen
- Must have hand/finger dexterity in order to fulfill functions of the role re: general dentistry and more complex procedures with adults and children
- Remains stationary at least 85% of the time; Must be able to move around the office up to 15% of the time to make copies, fax, file, etc.; Occasionally lifts and carries items weighing up to 25 pounds. Occasional stressful situations and irregular hours.
- Must be able to communicate clearly to coworkers and patients both in-person and over the telephone.
- This position requires constant communication and exchange of information with Healing Hands' employees, clients, vendors, providers and/or contractors

EFFECTIVE DATE: OCTOBER 2021

Healing Hands Position Description Acknowledgement

Title: DENTAL ASSISTANT

- I have reviewed this job description and I understand all my job duties and responsibilities.
- I am able to perform the essential functions as outlined.
- I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.
- If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee's Signature

Date

Employee's Name (please print)