

COMMUNITY HEALTH PARTNERS, INC.

Community Health Partners (CHP) believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor CHP to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of our endeavors.

JOB TITLE: Dental Assistant
Position Status: Non-exempt, hourly
Effective Date: 5/2020
Reviewed By: Dental Director

JOB SUMMARY: Functions as a member of the dental clinical team under the general supervision of the supervising Dentist(s), Dental Coordinator and Dental Director. The Dental Assistant is responsible for patient care and dental clinic organization to accommodate patients with a quality approach.

ESSENTIAL JOB RESPONSIBILITIES:

1. Set up operatories and sterilization each morning.
2. Prepare equipment and operatories for daily procedures, including but not limited to infection control measures, cleaning and maintaining procedure cassettes and trays, and setting up for restorative and surgical procedures.
3. Greet and room patients throughout the day.
4. Maintain health history information for each patient, including the review of current health history and taking vitals.
5. Maintain Electronic Dental Record (EDR) patient charts, including charting of present restorations and planned treatment.
6. Assist Dentist chairside during all patient treatment.
7. Take dental radiographs as necessary for treatment while properly handling digital radiograph sensors and/or panoramic x-ray machine.
8. Sterilize dental instruments, trays and operatories.
9. Update and maintain Clinic lab case logs.
10. Under direction of the Dentist, provide patient education and follow-up information.
11. Perform prophylaxis treatment on children 5 years and younger.
12. Assist in coordinating patient flow. Assist in scheduling patients when needed.
13. Assist in organizing and maintaining of inventory, equipment and supplies.
14. Perform weekly/monthly maintenance on dental equipment.
15. Perform daily oral surgery call backs and document in EDR.
16. Maintain cleanliness of dental clinic, including hallways and breakroom.
17. Ability to report to work as scheduled and work a flexible schedule when needed which may include travel to other sites.
18. Work as a team player, assisting other support staff as needed.

19. Understand and adhere to HIPAA regulations maintaining confidentiality of patient information.
20. Under the direction of the Dentist and/or Dental Director, participate in performance improvement activities.
21. Further the mission of CHP through active support of the strategic goals.
22. Participates in problem solving and Continuous Quality Improvement (E2) and risk management activities by applying LEAN principles, engaging in Patient Centered Medical Homes and Meaningful Use recognition programs and working to implement patient centered communication skills.

JOB QUALIFICATIONS:

Knowledge:

1. Knowledge of dental terminology and instrumentation.
2. Knowledge of infection control measures and practices.
3. Dental office procedures, practices and methods.
4. Chairside dental assisting for all dental procedures.
5. Principles and practices of dental health and prevention.
6. Basic medications and medical emergency procedures.

Skills and Attitudes:

1. Ability to follow oral and written instruction.
2. Communicates effectively in writing and orally.
3. Ability to work with limited resource population with a caring, patient-centered approach.
4. Ability to work with grace under pressure.
5. Ability to work in a team and to share responsibilities and duties.
6. Ability to resolve interpersonal conflict in a straightforward and timely manner.
7. Ability to set priorities, be organized, and be a self-starter.
8. Ability to treat both staff and patients with respect.
9. Ability to navigate technology efficiently.
10. Ability to gracefully accept and respond to feedback.

Essential Physical Requirements:

	Occasionally (1%-33% of day)	Frequently (34%-66% of day)	Continuously (67%-100% of day)
Sitting		X	
Standing		X	
Walking		X	
Speaking/Hearing			X

Seeing			X
Hand/Wrist Work (ie. Keyboarding)			X
Pushing/Pulling		X	
Fine Manipulation		X	
Grasping		X	
Reaching		X	
Bend		X	
Kneel	X		
Squat	X		
Climb	X		
Lift 1-10 lbs		X	
Lift 11-20 lbs	X		

*Ordinary ambulatory skills needed to visit all CHP sites.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

High school graduate or equivalent

Experience:

Experience in a dental office and with X-ray processing helpful but not required.

Qualified to expose radiographs by:

- 1) having graduated from an accredited program of dental assisting; or
- 2) having been certified in dental radiology in another state; or
- 3) having been certified in dental radiology by the U.S. Military; or
- 4) having successfully completed a board-approved radiology written examination
 - i. must successfully complete the written exam within 9 months of date of hire at Community Health Partners
 - ii. expected to retake exam within 3 months of the first written exam attempt and taken until passed

I have read the above job description and have had all my questions answered.

Employee _____

Date: _____