

JOB TITLE: DENTAL ASSISTANT
REPORT TO: DENTAL SUPERVISOR
EMPLOYMENT TYPE: FULL TIME (NON-EXEMPT)

I. JOB SUMMARY / OVERVIEW

Provides technical assistance to the dentists in provision of dental care and establishes a friendly atmosphere for patients.

II. PRIMARY DUTIES:

Promote an atmosphere of good dental and general health.
Demonstrate good personal oral hygiene (healthy gums, clean teeth) as an example to the patient.
Question patients to ascertain home care status, either during breaks in the treatment or prior to the dentist's arrival.
Instruct patients in techniques of flossing, brushing, and remedying any problems detected.
Aid the dentist or dental hygienist in the administration of treatment through four-handed practices at chair side.
Maintain responsibility and obligation primarily to the dental practitioner to whom he/she is assigned by the lead dental assistant or the dentist.

Ensure that all instruments, charts, dental visit records (DVR) and radiographs are available in the operatory prior to the arrival of the patient.
Prepare dental materials correctly, as needed, and in an amount sufficient to meet the needs of the procedure.
Provide proper instruments, at the correct time, in proper sequence for any given treatment procedure.
Anticipate the sequence of dental procedures and prepare in advance so that the dentist may work as efficiently as possible.
Maintain a sterile and neat working environment.
Ensure all chair-side clean-up procedures are completed before any patient is seated.
Disinfect any portions of the dental chair exposed to saliva or the oral cavity before any patient is seated.
Clean and sterilize instruments.
Observe universal precautions at all times.
Review the health history, make chart entries under the direction of the operator and fill out DVR forms.
Ensure that the date of the health history review and any changes are entered on the treatment page and initialed by the assistant.
Record all exam findings and treatments rendered in the patient's chart.
Ensure that clinical information entered on the DVRs is completed and that records are complete when the patient is dismissed.
Maintain security of confidential records as mandated by HIPAA regulations.
Assume the responsibilities associated with any expanded duties that may be delegated by the dentist.
Accept delegation of only those duties within personal skill levels. Pour and trim models, fabricate trays and perform other lab duties. Process x-rays according to procedure.
Complete responsibilities associated with the rotation of duties. Organize and clean lab and staff room as assigned.

III. EDUCATION /QUALIFICATIONS

High school diploma or GED.
One year's training as a dental assistant is preferred. Maintain BCLS certification.

IV. EXPERIENCE / KNOWLEDGE / SKILLS

At least one year's work experience as a dental assistant is preferred.
Experience in the health care field is preferred.
Demonstrate attention to detail. Must possess basic computer skills.
Ability to speak, read, write and comprehend instructions in English. Ability to speak and read Spanish is helpful.

V. PHYSICAL DEMANDS

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.
While performing the duties of this job, the employee is regularly required to sit, stand, use the hands and fingers, handle or feel objects, reach with the hands and arms, talk, and hear. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
The employee is frequently exposure to communicable diseases, bodily fluids, toxic substances, and other conditions common to a dental environment

BENEFITS

- Health Insurance including prescription coverage
- Dental Insurance
- Life Insurance
- Vision Insurance
- Flexible spending for out of pocket medical and Dependent care
- 403 (b) Retirement Plan
- Paid Time Off (PTO)
- Employee Assistance Program
- Short Term Disability Insurance

This job description is not a complete list of all duties and responsibilities of this position.

PrairieStar Health Center reserves the right to revise or change job duties as the need may arise. This job description does not constitute a written or implied contract of employment; rather it is a clarification of management to bring to the employee changes deemed necessary to this position.

PrairieStar Health Center is an Equal Employment Opportunity employer.