



<b>JOB DESCRIPTION</b>	
<b>POSITION TITLE:</b>	<b>Dental Assistant</b>
<b>POSITION SUMMARY:</b>	The Dental Assistant assists the Dentists in providing direct patient care, including both routine and emergency treatment, and maintains proper dental records and timely completion of billing information.
<b>REPORTS TO:</b>	Dental Operations Manager
<b>FLSA STATUS:</b>	Non-Exempt

**PRIMARY RESPONSIBILITIES:**

1. Assists Dentist in providing quality dental care in all venues through which agency personnel provide dental care.
2. Assist with policy/procedure development in the dental department.
3. Implement and adhere to the policies of the organization, as well as those of funding sources and third party payers.
4. Attend all regular dental team meetings.
5. Implementation of the dental department's Quality Improvement Plan.
6. Maintain cleanliness and infection control measures in the dental clinic.
7. Assist front desk staff as necessary in scheduling, telephone, and patient flow management.
8. Seat and dismiss patients and set up operatories for procedures.
9. Provide four handed assisting to the dentist during procedures.
10. Assist with charting all patients, including date, service rendered, instruction given, treatment planning, medical history updates, etc.
11. Perform clinical procedures as delegated by dentist, including screenings, preparation of lab cases, and exposing, developing, and mounting radiographs.
12. Provide patient instruction and demonstrate when necessary, as delegated by dentist.
13. Maintain current CPR licensure and certification to take radiographs in Massachusetts.



14. Other related duties as assigned by the Medical Director or Dental Program Manager.
15. Must generally be present during operating hours at assigned CHCFC site(s). Must be available outside the health center's normal business hours when necessary.

### **REQUIRED SKILLS, EDUCATION & EXPERIENCE:**

Strong commitment to CHCFC Mission. Strong interpersonal and communication skills. Ability to work with a diverse population and sensitivity to low-income populations.

Education: High school diploma. Completion of an accredited dental assisting program or equivalent dental assisting experience preferred. Must be certified to expose radiographs in Massachusetts.

Experience: Minimum of one year dental assisting experience strongly preferred. Knowledge of dental instruments, general dentistry procedures, and infection control programs strongly preferred.

Skills: Legible handwriting for notation in patient charts. Highly organized. Computer proficient in office management software.

Other: Bilingual/bicultural preferred

### **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 required to stand, walk, sit, use the hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance, bend or push; stoop, kneel, crouch or crawl; talk or hear; taste or smell. Must be able to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **WORKING CONDITIONS:**

While performing the required duties of this job, the employee is exposed to weather conditions prevalent when traveling between Health Center locations where medical care is provided. This position performs tasks that involve exposure to blood, body fluids or tissues.



This job description is subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the employee works. Performs other duties as assigned.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_