



JOB DESCRIPTION	
POSITION TITLE:	Lead Dental Assistant
POSITION SUMMARY:	The Lead Dental Assistant performs all functions of a Dental Assistant, with additional Supervisory functions and responsibility for infection control protocols and sterilization procedures.
REPORTS TO:	Dental Operations Manager
FLSA STATUS:	Non-Exempt

PRIMARY RESPONSIBILITIES:

ESSENTIAL FUNCTIONS AS A DENTAL ASSISTANT

- Assists Dentist in providing quality dental care in all venues through which agency personnel provide dental care.
- Perform charting, update medical history, document Blood Pressure, pulse, chief complaint, etc.
- Document treatment planning, referrals, SBIRT screening, chart flags, and quality measures.
- Request Prior authorizations on specific procedures, contact PCP or surgeon for Medical clearance protocol.
- Follow protocols for blood pressure, pre-medication, nitroglycerin and inhalers.
- Seat and dismiss patients and set up operatory for procedures.
- Assist with procedure development in the dental department.
- Adhere to strict infection control standards including use of barriers, disinfectants, and PPE.
- Provide four handed assisting to the dentist during procedures.

- Follow safe transport of instruments to sterilization area.
- Use of proper PPE in both the operatory and sterilization area.
- Follow procedures for proper sterilization of dental equipment according to manufacturer's IFU.
- Maintain records for sterilization spore testing.
- Perform clinical procedures as delegated by dentist.
- Provide patient instruction and demonstrate when necessary, as delegated by dentist.
- Schedule all unscheduled patient appointments for reception to schedule next appointment.
- Maintain current CPR certification.
- Other related duties as assigned by the Dental Director or Dental Operations Manager.

ADDITIONAL DUTIES RELATED TO LEAD ROLE

- Supervise Dental Assistant work group activities to provide a consistent patient experience.
- Provide annual and periodic performance evaluations for Dental Assistants.
- Staff schedule coordination, to include fielding call-outs and solving coverage issues.
- Coordinate infection control program, maintaining responsibility for meeting all DPH and CDC Infection Control Guidelines and monitoring Dental Assistant performance in Infection Control.
- Continued education on infection control standards, and receptive to attend Infection Control conferences/conventions as recommended by department manager(s).
- Monitor equipment maintenance activities and ensure completeness of all maintenance logs and records.
- Perform Quarterly water testing of all water unit lines.
- Establish and maintain proper protocol for water testing.
- Facilitate training of current Dental Assistants and orientation and training of new Dental Assistants including infection control standards.
- Coordinate and facilitate quarterly Dental Assistant team meetings.
- Keep emergency boxes updated with emergency medications, keep a log of expiration dates, and re-order when necessary.

- Manage supply inventory, and perform routine supply ordering.
- Verify supply shipment prior to submitting packing list to Dental Operations Manager.
- Coordinate vendor activities; to include supply vendors, garment vendors and repair/maintenance vendors.
- Maintain a professional relationship and positive attitude with co-workers, patients and CHCFC staff.
- Performs the highest level of professional conduct and is a model for all employees through his/her actions.

MINIMUM QUALIFICATIONS:

Education: High School Diploma required. Completion of an accredited Dental assisting program or equivalent Dental assisting experience required.
Board Certification through the Massachusetts Department of Public Health required.
Must be certified to expose Radiographs in Massachusetts.

Experience Minimum of 3-5 years as a Dental Assistant required. Prior employment as a Lead Dental Assistant in charge of infection control programs strongly preferred.

Skills Strong Leadership skills. Ability to work with diverse populations and sensitivity to low-income populations. Highly Organized and able to prioritize responsibilities and duties effectively and efficiently with little supervision.

PHYSICAL DEMANDS:

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

While performing the essential functions of this position, the employee is frequently required to sit, stand, walk, bend, reach, twist, squat, and kneel. The employee must be able to speak and hear. The employee is required to have the

fine motor control and visual acuity to assist with dental procedures according to the standards of the profession, including the extensive use of hands to finger, handle, operate and manipulate objects, tools, instruments, or controls.

The employee must occasionally lift and/or move up to 25 pounds. The work requires some evening hours as well as the ability to adjust work schedule to accommodate periods of extreme activity. This position performs tasks that involve exposure to blood, body fluids or tissue.