

Job Title:	Dental Assistant
Reports To:	Chief Dental Officer
FLSA:	Non-exempt
Days/Hours of Work	A typical workweek is Monday – Friday; 7:30am – 4:00pm or 8:00am-4:30pm however the position may be required to work flexible hours, additional hours and some weekends.
Location	Community Health Northwest Florida Dental Department and Mobile Dental Units

Position Announcement

JOB PURPOSE

The Dental Assistant assists the dentist in the care and treatment of dental patients. The Dental Assistant functions both as a dental chair side assistant and an office assistant.

ESSENTIAL FUNCTIONS

1. Greets patients in the waiting area and escorts patients to the operatory;
2. Assists the dentist during examination and treatment of patients;
3. Provides diagnostic aid, including exposing and developing radiographs, taking and recording medical and dental histories, recording vital signs and taking preliminary impressions for study casts as needed;
4. Helps patients feel comfortable before, during and after dental treatment;
5. Maintains and updates continuously, patient information, and ensures that the patient's information is accurate at every visit;
6. Performs prophylaxis and fluoride treatments on children, and give oral hygiene instructions;
7. Prepares operatory, instruments, and patient for dental treatment;
8. Coordinates arrival and departure of patient with Dental Patient Services Advisor;
9. Properly cleans and sterilizes (or disinfect when appropriate) instruments, equipment, operatory, and laboratory as patient flow or procedures dictate;
10. Prepares work areas and instruments for dentist; keeping work area neat and orderly; cleans, oils and sets up equipment; dusts and disinfects surfaces; sterilizes instruments; sets up instrument trays;
11. Serves as an infection control officer, developing infection control protocol and preparing and sterilizing instruments and equipment;

12. Gives post-operative instructions to the patient as prescribed by the dentist;
13. Teaches patients appropriate oral hygiene strategies to maintain oral health;
14. Possesses a working knowledge of medical emergencies and assists in the management of them;
15. Assists the dentist in screening and education programs, including off-site events;
16. Assists the front desk staff when necessary. Should know how to utilize the Dentrrix software.
17. Reviews inventory to maintain adequate supplies; ensuring materials have not surpassed expiration date for use;
18. Restocks operatories as needed. Orders supplies and maintains inventory control as assigned by the Lead Dental Assistant;
19. Responsible for maintenance of autoclave, and water systems at specified intervals;
20. Contributes to team effort by working in a cooperative and positive manner to get the work accomplished;
21. Reviews clinical charges for accuracy as it relates to the billing of procedure
22. Other tasks as needed to support the ongoing functioning of the organization.

SUPERVISION

Not Applicable

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM REQUIREMENTS

High school graduate or an approved GED Program;

Current CPR Certification;

Certificate of completion/graduation from recognized and certified dental assistant program;

Successful completion of a Certified Dental Assistant Examination;

Florida Dental Radiographer Certification.

PREFERRED EDUCATION AND EXPERIENCE

Previous Dental Assistant experience;

Expanded Functions Certification;

Experience working in a Federally Qualified Health Center (FQHC)

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of dental terminology;

Knowledge of dental assisting principles and practices;

Skill in using dental instruments and equipment;

Ability to instruct patients in preventive dental techniques;

Ability to communicate effectively;

Ability to communicate technical information to non-technical personnel;
Knowledge of Federal, State and institutional regulations for the provision of dental outpatient services;
Ability to work with children, parents, teachers, and other adults in clinical settings;
Knowledge of patient record maintenance procedures;
Knowledge of digital x-ray equipment;
Good oral and written communication skills;
Ability to use sound judgment;
Possess a calm disposition and the ability to work easily with people
Proficient in Microsoft Suite (i.e. Word, Excel, Outlook, PowerPoint, etc.).

**Please express your interest in writing to Derick Richardson at
drichardson@healthcarewithinreach.org.**
