



JOB DESCRIPTION

POSITION: Dental Assistant

POSITION SUMMARY: Performs a variety of dental assisting duties to promote quality dental care for our patients in a stress-free, positive and safe environment. Assists the doctor, teaches the children how to care for their teeth, communicates effectively with parents, maintains equipment and inventory, and follows Universal Precautions and OSHA requirements to ensure a safe environment for patients and staff. Duties may also include some office cleaning, basic front office duties and promotional events.

SALARY: Hourly – Dependent on Experience

HOURS: Part-time = 8 – 31hrs/week Full-time = 32 – 40hrs/week

Must be able to work the following shifts: 6am – 5:00pm, 7:30am – 5:30pm, 7:30am – 6:00pm. Workdays include any combination of Mondays, Tuesdays, Wednesdays, Thursdays & Fridays. Ability to work community events on Saturdays & Sundays is a plus.

BENEFITS:

Benefits Received After 90 Days: Dental Products Discount, Paid Holidays (Full-time Staff), Health Insurance Reimbursement (Full-time Staff, up to \$175 per month), Uniform (scrub top, pant, undershirt, lab jacket)

Benefits Received After 12 Months: Dental Care for Dependent Children, Paid Vacation & Personal Time (Full-time Staff, 80hrs per year), IRA Savings Plan with up to 3% contribution matching (Full-time Staff)

(Full-time Staff = regularly scheduled for more than 32 hrs/week)

REQUIRED QUALIFICATIONS: High School Diploma or GED

REQUIRED SKILLS:

Ability to present a professional image at all times

Proven ability to work well in a team environment

Ability to analyze a problem and develop a solution

Transportation and valid driver's license

Able to work independently with little supervision

Recognizes the needs and concerns of people within their cultural framework and maintains constructive relationships with them

Understands the business relationship with the community and maintains positive image and relationships

Identifies patient problems, deviations from the normal, and reports changes to the supervisor

Coordinates clinic patient flow for efficiency of provider care

Interprets business services, policies and procedures to patients and families

Regularly meets with the team to identify clinical problems and helps initiate appropriate solutions

Self-motivated and flexible to daily patient schedule and/or clinic needs

Accepts and institutes change as needed

Assist dentist and provide asepsis (sterile environment) in clinic

Willing to ask for assistance when needed

Follows business policies, procedures & maintains strict confidentiality

Functions as patient advocate and communicates warmth and understanding to patients and their families

Strong organizational and time management skills

Proven computer and database management skills

Cultural sensitivity

Excellent interpersonal and communication skills

PHYSICAL & ENVIRONMENTAL REQUIREMENTS:

The following sensory and physical activities are essential functions of this position and are performed in excess of levels required for ordinary movement:

- Physical coordination (ability to simultaneously use hands, arms, feet & legs)
- Eye-hand coordination
- Awkward position
- Close vision
- Distance vision
- Color vision
- Depth perception
- Feeling
- Manipulative finger movements
- Flexing or rotating wrists
- Ability to keep a steady hand
- Grasping
- Hearing
- Lifting
- Reaching
- Repetitive Movement
- Sitting
- Speaking
- Standing
- Stooping
- Twisting
- Climbing (stairs, step stool, ladder)

The following mental and communicative activities are essential to the performance of this position:

- Ability to handle stress and emotion
- Ability to organize materials
- Ability to remember procedures and instructions
- Ability to work without direct supervision
- Ability to communicate in English fluently and clearly
- Ability to operate a telephone, computer, keyboard (typing), dental equipment
- Careful attention to detail
- Concentrating on task
- Dealing with angry people
- Dealing with diverse populations
- Dealing with children
- Dealing with children & adults with special needs
- Fast reaction time
- Handling conflict
- Handling multiple priorities & multitasking
- Performing task during limited time frame
- Positive attitude toward ill, handicapped, elderly & those with special needs
- Public contact
- Reasoning-applying procedures
- Using diplomacy and tact
- Professional use of grammar and language

Individuals in this position are required to carry or lift weights in this range:

- 1-40 pounds

Individuals in this position are exposed to the following:

- Blood, tissue, bodily fluids and tasks that involve exposure to bloodborne pathogens (bio-hazardous waste)
- Chemical hazards (skin & eye irritants)
- Respiratory hazards (nitrous oxide)
- Radiation from radiographic equipment
- Communicable diseases
- Vibrating equipment
- Use of sharp instruments
- Latex
- Low to moderate noise levels
- Artificial lighting

JOB RESPONSIBILITIES:

- ❖ Promptly and warmly greets patients as welcomed guests to our office, following office guidelines for comforting the children and reassuring parents.

- ❖ Efficiently and cheerfully assists the doctor chairside with all procedures, making patient comfort top priority. Performs coronal polishing, radiographs, fluoride application, sealant application.
- ❖ Communicates clearly and tactfully with patients and their parents, following practice philosophy guidelines and verbal skills outlined in SOP sheets for specific circumstances. Educates parents and children in proper home care techniques.
- ❖ Responds promptly to inquiries and requests from patients, staff, doctor, and referring offices.
- ❖ Accurately maintains patient records and charts to ensure easy retrieval and complete documentation of all patient treatment and transactions.
- ❖ Actively promotes practice by following guidelines for patient and parent PR through preschool activities and community involvement.
- ❖ Consistently and aggressively follows all OSHA guidelines and Universal Precautions as outlined by the Center for Disease Control. Maintains the clean and uncluttered appearance of the operatory area.
- ❖ Consistently maintains equipment and inventory according to office guidelines.
- ❖ Participates fully in staff development through morning huddles, staff meetings, continued education courses, evaluations and constructive daily problem solving with teammates.
- ❖ Promotes team cohesiveness by interacting with team members using active listening skills, respect, nonjudgmental attitude, and office guidelines for problem solving and conflict resolution.
- ❖ Adheres to office policies outlined in the **Staff Handbook** regarding code of conduct, attendance, appearance, administrative requests, confidentiality, etc.
- ❖ Performs other related duties as assigned or requested. Quickly and cheerfully performs back up duties as assigned.

By my signature, I hereby certify that I have reviewed the attached description of the position I am applying for and am capable of performing said duties. If I am offered employment and take the position, I agree to perform the duties described therein. I understand that Beth E. Kailes, DMD, PA may make modifications, additions, or deletions to this job description at any time.

Applicant Full Name (Printed): _____

Applicant Signature: _____

Date: _____