



JOB DESCRIPTION

POSITION:	Dental Assistant
DEPARTMENT:	Dental
REPORTS TO:	Dental Director and Dental Service Manager
COORDINATES WITH:	Dentists, Hygienists, Assistants, Dental Service Manager, Intake Specialists, Pharmacy staff, Clinical staff, CMO, and CEO.
CLASSIFICATION:	Non-Exempt

POSITION SUMMARY

A Dental Assistant supports dental care delivery by preparing treatment room, patient, instruments, and materials; passing instruments and materials; performing procedures in compliance with the dental practice act.

ESSENTIAL FUNCTIONS:

- Work chair side alongside the dentist as s/he examines and treat patients; handing instruments and materials to the dentist and keep patients' mouths dry and clear by using suction or other devices.
- Sterilize instruments and equipment, prepare tray setups for dental procedures, and instruct patients on postoperative and general oral health care.
- Work directly with the patients, making them as comfortable as possible in the dental chair and preparing them for treatment.
- Under the direct supervision of the treating dentist, enter clinical notes and charting. Assist with periodontal charting as dictated by the dental hygienist.
- Schedule and confirm appointments, receive patients, keep treatment records, send bills, receive payments, obtain dental records, and order dental supplies and materials.

OTHER DUTIES:

- Prepare trays and materials for the dental procedure,
- Expose digital radiographs
- They may remove sutures, apply topical anesthetics, remove excess filling cement, and place dental dams on teeth to isolate them for treatment
- Greet patients as they arrive to the office.
- Assist patients to complete all necessary forms and documentation.
- Schedule confirm appointments and register new patients using Dentrrix.
- Verify insurances and determine patient eligibility for those patients without insurance.
- Answer incoming phone calls, retrieve and return phone messages.
- Maintain patient treatment records in Dentrrix.
- Collect payment from patients at time of treatment.

QUALIFICATIONS

- Be reliable, work well with others, and have good manual dexterity.

Dental Assistant Job Description

- Educates individuals in the nature of oral health related conditions and in the general promotion of oral health related disease prevention.
- Assists in the provision of technical assistance and health education to the community as requested.

- Graduation from an accredited Certified Dental Assistant.
- Minimum of three years clinical experience preferred.
- Ability to be clinically fluent in Spanish preferred.
- Knowledge of public health principles and practices preferred.
- Florida license to practice Dental Assisting
- Current CPR (BLS) certifications. ACLS preferred.

JOB KNOWLEDGE, SKILLS AND ABILITIES

- Requires a comprehensive knowledge of primary dental care in outpatient settings.
- Excellent oral and written communication skills.
- Ability to perform administrative duties.
- Ability to work independently and manage multi-functions.
- Work harmoniously with other personnel.
- Give clear verbal and written instructions.
- Knowledgeable in the use of computers and Dental Software System / Dentrix.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Prolonged sitting or standing may be required.
- Physical movements and the degree of mobility normally associated with the practice of primary care dental assisting will be performed on a repetitive basis.
- Work under stressful conditions as well as irregular hours may be required.
- Frequent exposure to communicable diseases, body fluids, toxic substances, medicinal preparations, radiation and other conditions common to a clinical environment may routinely be encountered.
- Those physical movements and the degree of mobility normally associated with the practice of primary care dental hygiene will be performed on a repetitive basis.
- The ability to distinguish letters and symbols, as well as the ability to utilize telephones, computer terminals, and copiers is required.
- Possesses sight/hearing senses, or uses prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
- Work under stressful conditions as well as irregular hours may be required.

SUPERVISION RECEIVED:

- Dental Director, Dentists, Dental Hygienists

COMPLEXITY:

- Position requires judgment and ability to follow task through to completion and ability to resolve undefined issues.

INTERPERSONAL CONTACTS:

- Must be able to communicate with patients and staff of diverse cultural backgrounds, in a sensitive, understandable and professional manner.

RESPONSIBILITY FOR CONFIDENTIAL MATTERS:

Dental Assistant
Job Description

- Position is exposed to confidential records and allows knowledge of personal personnel information, administrative information and all work of this position must be handled in a highly confidential manner.

EFFECT OF ERRORS:

- Errors can expose the Center to embarrassment and liability.

HOURS OF WORK: A minimum of 40 per week and as needed. May require work on nights and some weekends.

My signature indicates that I have reviewed this job description with appropriate Bond CHC Staff and I understand the expectation identified above.

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

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