

JOB DESCRIPTION

Job Classification: Dental Assistant

Reports to: Regional Administrator/Dental Director

Supervises: None

Last reviewed: 08/01/22

POSITION PURPOSE:

This position commands all the skills and knowledge without needing help or guidance at any time. This position is for employees that have shown, not only their dedication to their profession, their dedication to VVHC its mission and our patients through years of services. This position will continue to greet and prepare dental patients, perform a variety of technical duties to assist dentists in the examination and treatment of patients; and perform related duties involved in the care and maintenance of dental instruments, equipment and supplies.

MINIMUM QUALIFICATIONS:

Education: High School diploma or GED. Completion of an approved dental assisting program preferred.

Registration: Washington State Department of Health Registration – Required
Current in person BLS (Basic Life Support) certification - Maintained

Certification: Certified Dental Assistant (CDA) preferred.

Experience: Minimum of one year experience at VVHC or professional equivalent.

Equipment/Skills: Ability to work as a team member within a clinical environment, ability to set up and prepare dental equipment and instrumentation in accordance with established regulations and guidelines. Current knowledge of WISHA guidelines. Ability to rise to a leadership role to set an example for all employees. Train new employees. Efficient computer skills.

Physical demands: Ability to physically perform the functions of the job, including sitting, standing, walking, lifting, carrying, bending, and reaching with or without reasonable accommodation.

Status Classification: Hourly

PRIMARY JOB RESPONSIBILITIES:

1. Maintain a current registration with the State that is the employee's responsibility to renew annually based on date on birth and give the renewed registration to the supervisor at least 2 weeks prior to expiration date.

2. **COMMUNICATION-** Communicates effectively and courteously with all VVHC staff, clients, and community partners, utilizing appropriate channels of communication for problem-solving and conflict resolution. Sustains a cooperative, helpful, respectful and professional working relationship with supervisor. Can take direction with enthusiasm and understanding. Asks appropriate clarifying questions relative to scope of assignment.
3. **ORGANIZATION & TIME MANAGEMENT** - Productive and efficient use of time, prioritizing appropriately. Maintains a clean, orderly and professional work area. Does not allow personal issues to interfere with workload & keeps social interaction to a minimum. Takes & returns from lunch/breaks in timely manner. Follows guidelines established at time of assignment. Accepts assignments willingly.
4. **SAFETY-** Ensures safe work environment, promotes accident prevention and follows proper reporting procedures for situations that impact safety or customer service. Actively participates in quality improvement processes and identifies priorities.
5. **WORK ETHIC** - Adheres to policies and procedures. Takes responsibility for own actions & seeks to correct mistakes. Initiates and follows through on assignments in a timely manner. Consistently reports to work on time & ensures PTO is available for unexpected absences.
6. **TEAM CONTRIBUTION** - Promotes positive teamwork and cohesiveness between all staff. Participates in and supports team meetings, activities & problem solving. Provides constructive recommendations for improvements within department & clinic as a whole and acts as resource of knowledge, skills and conduct. Participates in training and mentoring of new staff members. Keeps behaviors, communications and other outward expressions regarding Valley View Health Center in a positive manner.
7. **SERVICE EXCELLENCE** - Demonstrates awareness of and commitment to goals and mission of VVHC. Prioritizes customer service. Maintains high quality, accuracy, and neatness in work performed. Remains calm & tactful under stress, conflict or emergencies.
8. **CONFIDENTIALITY/PROFESSIONALISM** - Maintains organizational and patient confidentiality. Maintains appropriate personal boundaries with clients and co-workers. Acts with integrity. Accepts supervision and criticism in constructive manner. Maintains professional appearance. Demonstrates ability to adapt to change. Understands all HIPPA policies and regulations for proper handling of patient related information.

JOB KNOWLEDGE:

- A. Understands the functions, expectations and responsibilities of the job, policies, procedures and standards of the organization. Comprehends how the job interrelates with the organization and its mission, vision and values. Shows initiative for continuous learning and demonstrates ability to grasp new skills and concepts. To include:
 - Knows VVHC charting system and how all entries in patient charts are made.

- Knows where everything in the office is located.
- Knowledge of all supplies stocked by VVHC and the reordering process.
- Knows how to use the SDS book.
- Knowledge of current WISHA guidelines.
- Knows all requirements of the infection control manual.
- Is able to educate patient and parents of treatment needs and home care instructions.
- Obtains continuing education credit hours to maintain any professional credentials.
- Seeks out additional educational opportunities to continuously improve skills.

JOB PERFORMANCE:

A. Performs the functions, expectations and responsibilities of the job thoroughly, accurately and efficiently while exhibiting the required skills and abilities of the job. To include:

- Properly turning over an operatory per WISHA/OSHA and AAAHC requirements.
- Sets up an operatory for all procedures done in this clinic.
- Can assist chairside for all procedures done in this clinic.
- Knows how to place an effective rubber dam.
- Knows correct instrument cleaning, sterilizing, and tray set up and storage procedures.
- Operates steam autoclave, statim, and ultrasonic machine.
- Exposes, develops, and properly displays all required radiographs as well as knowledge of how the x-ray machines works.
- Completes assigned duties as directed and logs these duties in the appropriate place in a timely manner.
- Capable of doing some minor lab procedures, including accurate pouring of models.
- Able to correctly fill out lab slips and send cases off to the labs.
- Knows how to set up and safely operate all chairside equipment;
 - All handpieces
 - Air/water syringes
 - Operating light
 - Dental chair controls
 - Amalgamators
 - Curing lights
- Knows how to prepare all materials for use;
 - Sedative filling...IRM..
 - Cavity liners....Vitrebond
 - Amalgam
 - Stainless steel crowns
 - All cements
 - Impressions
 - Composite
- Knows all surgical instruments and their use.

B. Willing, capable and effective at training new dental assistants at any level.

C. Knows the cleaning schedule and maintains steam autoclave, statim and ultrasonic machine. Knows basic maintenance to include gasket changing.

D. Exposes, develops, and properly displays all required radiographs. Standards include:

- Has detailed knowledge of how the x-ray machines works.
- Can trouble shoot Panorex film quality and positioning problems.
- Knows how to maintain the automatic film developing machine. (Morton)
- Can trouble shoot machine processing problems. (Morton)

E. Knows basic chair maintenance to include changing the overhead lights and fiber optics.

F. Can trouble shoot malfunctioning equipment and can communicate with the repair technician.

G. Can fix minor equipment problems.

ACKNOWLEDGMENT:

I have read and understand the above Job Description and agree with it.

Employee Signature

Date

Supervisor Signature

Date