|  |  |  |
| --- | --- | --- |
| U:\FHCLogo_Stacked CMYK HighRes.jpg |  | **JOB DESCRIPTION** |
| Job Title: | Dental Assistant |
| Department: | Dental | Position Type: | 1.0 |
| Reports To: | Clinical Dental Operations Supervisor | Status: | Non-exempt |
| Supervises: | NA |

|  |
| --- |
| **PURPOSE & OVERALL RELEVANCE FOR THE ORGANIZATION:** |
| The Dental Assistant will demonstrate teamwork and flexibility to provide assistance to the dental team and FHC to ensure high-quality care and a positive patient experience. |
| **KEY ACCOUNTABILITIES:** |
| * To gather and record patient information and communicate patient needs with dental team
* Chairside assisting with procedures and anticipating dentist’s and clinic needs.
* To navigate patient through appointment while addressing concerns, educating patient, and gaining an understanding of patient perspective while helping to maintain clinic flow.
* Comply with all dental policy & procedures including current infection control practices and safety measures
* Processing and sterilization of instruments in accordance with the standards of the clinic
* To perform assigned required maintenance duties
* To ensure adequate inventory supply for patient visits.
* Support the organization as needed.
 |
| **MEASURES OF SUCCESS:** |
| * Able to meet needs of clinic schedule
* Demonstrates dependability, punctuality and adaptability
* Completes assigned required maintenance duties
* Audit of chart notes for completeness and accuracy Ability to maintain licensure
 |
| **CORE COMPETENCIES *(soft skills)*:** |
| * Positive Attitude
* Ability to Multi-Task
* Enjoys Working in Teams
* Compassionate Bedside Manner
* Detail and Safety Orientated
* Sound Anticipation and Problem Solving Skills
* Ability to work independently
* Cultural sensitivity and commitment to patient care needs.
* Flexibility
* Strong communication skills and interpersonal skills
* Hard working
* Attention to detail
* Effective organizational skills
 |

|  |
| --- |
| **REQUIREMENTS *(hard skills)*:** |
| * Strong computer skills
* Knowledge of basic dental terminology and recordkeeping procedures to enter information on patient records, and keep records of supplies and recurring dental activities.
* Knowledge of the instruments, materials and standardized dental procedures used for oral examinations and general dental care and provide chairside assistance.
* Dexterity in passing dental instruments and materials and in manipulating suctioning and retraction apparatus in patient's mouth when assisting at chair-side.
* Knowledge of dental anatomy, related oral anatomy, the technical methods and practices of dentistry.
* Knowledge and skill to take dental radiographs with high accuracy.
 |
| **EDUCATION/EXPERIENCE:** |
| * Be a registered/licensed dental assistant in the states of North Dakota and/or Minnesota. Dual licensure is required within 1 year after date of hire.
* Graduation from an accredited school for dental assisting.
* Two years’ experience in dental assisting preferred.
 |
| **Working Conditions and Environment**:  |
| This position has good working conditions in general; noise level in work environment is usually moderate. |
| **Position Type/Attendance Expectation:**  |
| Each position type has a minimum number of work hours expected per week:

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Type** | **# of hours expected per week** | **Position Type** | **# of hours expected per week** |
| 1.0 | 40 | .04 | 16 |
| 0.9 | 36 | 0.3 | 12 |
| 0.8 | 32 | 0.2 | 8 |
| 0.7 | 28 | 0.1 | 4 |
| 0.6 | 24 | PRN | Per Need |
| 0.5 | 20 |  |  |

 |
| **Physical Requirement/Activities**:  |
| Standing, walking, climbing, balancing, bending, carrying, reaching, squatting, pushing, pulling, lifting, twisting, gripping, talking, typing, hearing/listening, seeing/observing. |
| **Sedentary to light work**:  |
| Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary to light work involves sitting approximately 75% of the time. Also, involves exerting up to 25 pounds of force intermittently or up to 50 pounds of force infrequently. |
|  |
| Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.**The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personnel in this position.****I have read and understand the above Position Description.** |
|  |  |  |
| Employee Signature |  | Date |