



Greater Elgin Family Care Center Job Description

Job Title: Dental Assistant
Department: Clinical
Reports To: Dental Clinic Manager
Prepared By: Dental Clinic Manager
Prepared Date: June 2007; June 2008; July 2009; November 2014

SUMMARY

The primary purpose of this position is to provide assistance to Dentists and Hygienists in procedures routinely completed in a general dental practice including chairside assisting, inventory and assistance to Dentists and Hygienists. This assistance also includes charting for the Dentist/Hygienist per the dictation of what to chart, taking of bite-wing, full-mouth and panorex x-rays, translation, oral hygiene instruction, sealant placement, coronal polish and fluoride treatment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for preparation and set up of instruments, rooms, materials and equipment necessary for each procedure.

Responsible for the sterilization of instruments and the cleaning and routine maintenance of equipment and work areas.

Accurately records information and charting on patient records as dictated by Dentist/Hygienist.

Effectively and efficiently takes x-rays as ordered by Dentist.

Properly and effectively places sealants, provides oral hygiene instruction and engages in fluoride treatments under Dentist/Hygienist diagnosis.

Helps to identify related medical/dental and/or social problems.

Maintain inventory of supplies and materials as well as thorough and accurate documentation of inventory.

Provides care in age appropriate fashion.

Report to all scheduled work sites and shifts on time and fully prepared to engage in all job responsibilities; location of work sites and shifts will change at the discretion of the supervisor.

Engage in all offered training, consultations and supervisions made available. Follow and fully implement Corporate Compliance Program. Fully and professionally respond to and implement directives and advice offered by all supervisory and training personnel, as well as professionally offered feedback from coworkers.

Perform other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION AND/OR EXPERIENCE

High School Diploma or GED Certificate is required. Dental Assistant Certification or completion of a dental assisting program. Minimum of six months related experience and/or training preferred.

LANGUAGE SKILLS

Ability to respond to common inquires or complaints from patients, regulatory agencies, or members of the community. Ability to effectively present information to top management, public groups. Able to translate English to Spanish; and Spanish to English in verbal and written form preferred.

MATHEMATICAL SKILLS

Ability to add, subtract, multiple, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply basic concepts of algebra.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited health information exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

JOB KNOWLEDGE

Ability to use technical skills and apply knowledge necessary for this position.

QUALITY

Ability to demonstrate accuracy and thoroughness while performing the duties of the position

SAFETY AND INFECTION CONTROL

Be knowledgeable about and follow Greater Elgin Family Care Center's safety policies and procedures.

CERTIFICATE, LICENSES, REGISTRATIONS

Current CPR Certification

OTHER QUALIFICATIONS

Knowledge of dental terminology; basic clinical and laboratory skills is essential.

Ability to work late evening hours.

Ability to work some weekend hours.

Pleasant disposition and ability to communicate effectively with patient and co-workers.

DEGREE OF DIFFICULTY

Ability to communicate with providers the observations based on patient's chief complaint. Consults/confers with Dentist/Hygienist in outpatient setting

AGE-SPECIFIC CARE

The patient population cared for by the employee in the job includes:

- neonate (0-28 days)
- Infant (29 day-1 year)
- Pediatric (1-11 years)
- Adolescent (12-18 years)
- Young Adults (19-21 years)
- Adults (over 21 years)
- N/A (Not applicable for this job)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job,

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb and balance; talk or hear; taste or smell. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/ or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.