



DENTAL ASSISTANT

Job Description: Perform a wide range of tasks in the dental department, inclusive of clerical, preparing patients for the Dentist's examination, perform chair side duties such as operating suction hose, take and develop x-rays and sterilize equipment.

Duties and Functions:

- Prepares the patient (drapes patient with appropriate PPE), operate suction machine, set up instrument trays, prepare materials, and assist dentist during dental procedures.
- Disinfects/ sterilize equipment
- Perform and maintain records of sterility checks
- Assume responsibility for radiation badge monitoring
- Maintains MSDS binder
- Takes and record medical and dental histories and vital signs of patients.
- Assists dentist in management of medical and dental emergencies.
- Take and develop dental diagnostic x-rays.
- Apply protective coating of fluoride to teeth.
- Provide postoperative instructions prescribed by dentist.
- Clean and polish removable appliances.
- Instruct patients in oral hygiene and plaque control programs.
- Schedule appointments, prepare bills and receive payment for dental services, complete insurance forms, and maintain records, manually or using computer.
- Inventory control and equipment/supplies management
- Performs other duties as assigned inclusive of travel from one CCIHS site to another to perform duties/tasks when requested by COO, CEO, Medical Director or supervisor

Skills and Abilities:

- Knowledge of dental infection control procedures.
- Ability to maintain confidentiality
- Good communication and interpersonal relations skills
- Ability to maintain records and files.
- Ability to organize; high level of initiative
- Ability to talk to others to effectively convey information
- Communicate effectively with others in writing as indicated by the needs of the audience.
- Possess excellent chair assisting skills
- Maintain effective infection control
- Good judgement and decision making skills
- Ability to train other staff
- Ability to take instruction from the dentist both in written format and in oral instructions

Education:

- Possess a certificate/diploma or Associated Degree in Dental Assisting.
- Hands on experience in using Dental Radiology, and X-ray equipment, office procedures, medical billing and dental terminology.

Job Requirements/Working Conditions:

- Must be able to work at all CCIHS locations, if needed.
- Must present proof of highest academic level of education.
- Must have two forms of identification to meet employment eligibility verification, i.e., driver's license, social security card, etc.
- Must be willing/agreeable to work weekends if needed.
- Handle some work-related stress
- Stand for prolonged periods of time and withstand a moderate amount of walking.
- Bend, stoop, and lift and/or push up to 50lbs. with reasonable accommodations as applicable.