

## Family Health Centers – Job Description

**JOB TITLE:** DENTAL ASSISTANT

**DEPARTMENT:** Dental

Revised Date: Jan. 2018

**FLSA STATUS:** Non-Exempt/Hourly

**REPORT TO:** Operations Director

**PRIMARY ACCOUNTABILITY:** The Dental Assistant's primary job function is to support the dental provider in the delivery of dental care to the patients of Family Health Centers.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- 1) Assist Dental Providers with direct patient care:
  - a) Seat/triage patients quickly and on time
  - b) Anticipate the provider's and patient's needs during procedures.
  - c) Properly pass instruments using correct four handed technique
  - d) Close teamwork with all dental team members
- 2) Communicate and Record Patient Health Information:
  - a) Ensure each patient's health history is up to date at each visit.
  - b) Provide thorough report to provider regarding clinically relevant items within the patient's medical, dental, and social history.
  - c) Assist dental provider with age appropriate patient education and oral hygiene instruction
  - d) Complete all relevant dental charting
- 3) Maintenance of a Clean and Fully Stocked Clinic
  - a) Keep operatories fully stocked at all times
  - b) Promptly sterilize dirty instruments throughout the day
  - c) Immediately alert supply personnel when low stock situations develop.
  - d) Adherence to stringent infection controls when turning over operatories
- 4) Attendance
  - a) Ensures attendance and hours worked are accurately recorded in computerized timekeeping system
  - b) Properly manages PTO hours.
  - c) Responsible for regular, predictable attendance and to work hours as scheduled, which may include evenings or weekends

### **GENERAL DEVELOPMENT:**

- 1) Requires basic organizational skills, typically to organize own work
- 2) Job duties require the ability to work independently and as part of a team
- 3) Ability to manage own duties and responsibilities on a fixed schedule without the need for direction or assistance in prioritization is required
- 4) Employees are able to effectively select from alternatives to situations encountered on the job
- 5) Employees focus is primarily on their own work
- 6) Duties require analysis of information following established methods, not requiring the employees own opinions

### **PROFESSIONAL & TECHNICAL KNOWLEDGE:**

The position requires basic reading, writing, and math skills acquired during completion of a high school degree or GED.

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### LICENSES AND CERTIFICATIONS:

Employee must be registered as a Dental Assistant with the state of Washington and hold a current basic life support certification

### TECHNICAL SKILLS:

- 1) Ability to create, send and manage email
- 2) Ability to utilize Electronic Dental Record (EDR) and Electronic Health Record (EHR) programs

### COMMUNICATION SKILLS

- 1) Employee is required to effectively communicate using FHC’s core values; the **Core Dimensions**
  - a) **Respect**—using manners and appropriate language; maintaining a person’s dignity and confidentiality; giving credit where due; asking others for their input and feedback
  - b) **Empathy**—to show someone you understand what they are feeling without judgment; engaged listening with no distractions; acknowledgment and paraphrasing; eye contact
  - c) **Genuineness**—tone of voice and body language are congruent; showing consistent behaviors over time; integrity (follow-through and follow-up); humility (admitting when a mistake is made)
  - d) **Specificity**—what details can you give so someone knows what “excellence” looks like; models or samples; one-on-one mentoring; alternate plans
- 2) Job duties require employee to provide excellent customer service to all internal and external customers
- 3) Conversant in advanced dental terminology used in communicating with patients.
- 4) If bilingual, perform translation duties for dental provider as needed.

### WORK ENVIRONMENT:

Work is performed in a clinic environment under the supervision of the dental provider staff on duty.

### ESSENTIAL PHYSICAL REQUIREMENTS:

Physical Requirements	N/A	Rarely ( 1-12%)	Occasionally ( 13-33%)	Frequently ( 34-66%)	Regularly ( 67-100%)
Standing				x	
Walking				x	
Climbing		x			
Sitting					x
Stooping / Kneeling			x		
Lift/Carry up to 15 lbs.		x			x
Lift/Carry up to 30 lbs.		x			
Lift/Carry up to 50 lbs.		x			
Push/Pull up to 25 lbs. of exertion		x			
Push/Pull up to 50 lbs. of exertion		x			
Work below waist level		x			
Work at waist to shoulder level					x
Work above shoulder level			x		
Reach further than arm's length			x		
Fingering					x
Grasping / Holding					x
Talking					x
Hearing					x
Seeing					x
Work in confined spaces				x	
Exposed to extreme temperatures	x				
Operate tools or machinery (incl. office equip.)					x
Operate motorized vehicles/equipment	x				
Work at heights balancing	x				
Use/exposed to hazardous substances					x

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*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

Signature below acknowledges that I have received a copy of my job description.

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*Employee Signature*

*Date*

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*Witness Signature*

*Date*