



Good Samaritan Health Center of Cobb
Job Description
Dental Assistant-B (Co-Lead)

Effective Date: 01/01/2019
Review Date: 01/01/2021

Reports To: Dental Director

SUMMARY OF DUTIES: Responsible for providing professional dental care to clinic patients under supervision of dental staff. Also reports to COO as needed.

SUPERVISION EXERCISED: Volunteers, as needed.

SUPERVISION RECEIVED: Reports to the Dental Director, and also takes direction from COO and volunteer providers.

PRINCIPAL RESPONSIBILITIES:

- Can fulfill the clinic's mission to spread the love of Christ through quality healthcare to those in need while providing appropriate physical, emotional, and spiritual care for the whole person.
- Assesses patient's general condition and takes appropriate vital signs.
- Assists dentist with examinations, diagnostic procedures and treatments, having all materials and equipment ready for the dentist.
- Performs patient care duties which may include: Exposing, developing and mounting X-rays, giving fluoride treatments, taking study/identification models as needed.
- Ensures appointment preferences are given to patients in emergency situations.
- Fulfills patient documentation responsibilities per the dentist which may include: reviewing medical/dental history and updating in the chart, charting findings from an oral cancer exam, charting dental conditions including decay, restorations, and missing teeth, charting gingival conditions including bleeding, recession, and missing teeth, checking schedules and organizing patient flow.
- Documents all activities/interventions, patient/family responses, medication dispensed/prescribed, etc., in the medical record, sends and obtains patient medical/dental records if needed.
- Promotes wellness by providing patient education materials and communicating dentist's advice / instructions. Educates patient on brushing tongue and teeth, flossing, rinsing, gum disease, and nutrition.
- Fulfills environmental responsibilities as assigned which may include: setting up instruments and equipment according to clinic protocol, cleaning exam/procedure rooms and instruments between patient visits to maintain infection control, cleaning sterilizer according to scheduled maintenance program, ordering, sorting and storing supplies to restock exam/procedure rooms, changing solutions on schedule, sharpening instruments, reporting any repairs that are needed.
- Adheres to infection control, safety protocols per OSHA guidelines, and confidentiality policies per HIPAA guidelines.

____ Employee initials

____ Supervisor initials

- May order and maintain dental materials and supplies as needed
- Assists with schedules, procedures, and maintain patient pick-up schedule

The job holder must demonstrate current competencies applicable to job position.

ADMINISTRATIVE DUTIES:

- Special Referrals
- Effectively and efficiently managing providers schedules
- Assisting to fulfill volunteer provider schedules

SPECIAL PROJECTS: ORTHODONTICS

- Prepare orthodontics work area
- Clinical Ortho Procedures: Retainers, impressions, placing wires, tires and rubber bands
- Effectively Instructing patients on after-care and maintaining patient records
- Order orthodontic supplies as needed

The job holder must demonstrate current competencies applicable to job position.

EDUCATION: On the job training, graduate of an accredited dental assisting program, or a private/post-secondary vocational program.

EXPERIENCE: 1-3 years Clinical experience preferred.

REQUIREMENTS: State Radiology certification and CPR certification. DANB and/or expanded functions certification helpful but not required.

KNOWLEDGE:

- Knowledge of professional dental assistant regulations and practices to give and evaluate patient care.
- Knowledge of policies and procedures related to infection control, environmental safety and patient confidentiality.
- Knowledge of dental chart reporting/records.

SKILLS:

- Skill in appropriate assessment and assistance techniques.
- Skill intact and diplomacy in interpersonal interactions.
- Skill in appropriate use of universal precautions, safe workplace and HIPAA/OSHA protocols.
- Skill in health information management by appropriately charting patient data.
- Skill in understanding patient education needs and effective sharing of information to patients/families of diverse backgrounds.

____ Employee initials

____ Supervisor initials

ABILITIES:

- Ability to work effectively as team members with dentists and other staff, communicating clearly and effectively.
- Ability to plan, prioritize and complete delegated tasks.
- Ability to appropriately interact with patients, families, staff and others.
- Ability to flexibly respond to changing demands, and react calmly and effectively in emergency situations.
- Ability to demonstrate compassion and caring in dealing with others in a way that supports the Center's mission to spread the love of Christ through quality healthcare to those in need.

ENVIRONMENTAL & WORKING CONDITIONS:

- Combination of exam rooms and dental offices. Frequent exposure to communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a clinic environment.
- This position is classified as a Category 1 position under OSHA guidelines with high risk of exposure to blood-borne pathogens and other potentially infectious materials.

PHYSICAL & MENTAL DEMANDS: Must be able to exert up to 40 pounds of force occasionally and to lift 40 pounds. Requires standing and walking for extensive periods of time. Requires corrected vision and hearing to normal range. Requires working under stress in emergency situations and occasional irregular hours.

- Standing: 30% of the workday
- Sitting: 40% of the workday
- Walking: 20% of the workday
- Lifting: 10% of the workday

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as needs evolve.

Acknowledgment

I have read and understand my job description, and I have discussed my job requirements and responsibilities with my supervisor.

Employee Name

____ Employee initials

____ Supervisor initials

Employee Signature

Date

Supervisor Name

____ Employee initials

____ Supervisor initials