



## Good Samaritan Health Center of Cobb

### Dental Assistant

---

**COMPANY OVERVIEW:** Good Samaritan Health Center of Cobb exists “to spread the love of Christ by providing quality healthcare to those in need,” based on the recognition that medical bills and unexpected dental emergencies are a root cause of financial hardship, family instability, and diminishing quality of life.

**SUMMARY OF DUTIES:** Responsible for providing professional dental care to patients under supervision of dental staff.

**SUPERVISION RECEIVED:** Reports to the Dental Director.

#### **PRIMARY 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 patients' general condition and takes appropriate vital signs.
- Assists dentists with examinations, diagnostic procedures and treatments, having all materials and equipment ready.
- 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.
- Promote wellness by providing patient education materials and communicating dentist’s advice / instructions. Educate patients 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 x-ray processor 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.
- May order and maintain dental materials and 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.

**ABILITIES:**

- Bilingual Spanish preferred.
- 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 AND 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 clinical 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 use appropriate body mechanics techniques when making
- necessary patient transfers and helping patients with walking, dressing, etc. Must
- be able to lift up to 40 pounds.
- Hearing / Speaking: Effective communications with patients, staff and visitors.
- Standing: 40% of the workday
- Sitting: 20% of the workday
- Walking: 30% of the workday
- Lifting: 10% of the workday

**JOB TYPE:**

- Full-time
- Monday-Friday
- 8:00am – 5:00pm

**WORK LOCATION:** In person

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.