



Job Title:	Dental Assistant
Reports To:	Dental Clinic Manager
Department:	Dental
FLSA Status:	Non-Exempt
Travel:	20%
Supervisory Duties:	None
Work Schedule:	Full Time (40 hours per week) 4/10 hour days

Job Summary

Assist dentist in the care and treatment of patients. Perform duties in the areas of chair side assisting, reception, inventory and records.

Reasonable Accommodation Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Bay Clinic is an equal opportunity employer.

Essential Functions

- Ready patient for dental treatment by welcoming, comforting, seating, and draping patient.
- Sterilize and disinfect instruments, equipment, and operatory in a timely manner while in compliance with infection-control policies and protocols
- Manage infection and hazard control protocol
- Set up instrument trays, and prepare materials for dental procedures
- Maintains adequate operatory supplies
- Take and input /expose dental diagnostic x-rays.
- Serve as the dentist's chair-side assistant for a variety of treatments and procedures using 4 handed dentistry
- Record treatment information in patient records.
- Take and record medical and dental histories and vital signs of patients.
- Provide postoperative instructions prescribed by dentist.
- Assist dentist in management of medical and dental emergencies.
- Instruct patients in oral hygiene and plaque control programs.
- Apply protective coating of fluoride to teeth.
- Prepare proper consent forms and documents for patient and Doctor

- Generate the patient's treatment plan, and quote them for the cost of treatment using their insurance and/or Bay Clinic's sliding fee scale
- Promote and support the Patient Centered Medical Home (PCMH) primary care model.
- Report to work as scheduled and on time and keep supervisor informed as to changes in schedule.
- Perform other duties as assigned.
- Maintain BLS/CPR certification

Qualifications

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Adaptability - Ability to adapt to change in the workplace.
- Autonomy - Ability to work independently with minimal supervision.
- Communication, Oral English - Ability to communicate effectively in English.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Reliability - The trait of being dependable and trustworthy.
- Self Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

Skills & Abilities

Education:	High School Graduate or General Education Degree preferred
Experience:	No prior experience necessary
Computer Skills:	Familiarity in Microsoft Office environment and electronic dental records preferred.
Certifications & Licenses:	Current CPR/BLS must be maintained. Graduate of a recognized dental assistant program or prior dental assisting experience is preferred.

Working Conditions

Health clinic environment with possible exposure to airborne and bloodborne pathogens.

Physical Requirements

Stand for extended periods of time, do repetitive tasks with few breaks.

Physical Demands

- N (Not Applicable)** Activity is not applicable to this position.
- O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	F	10 lbs or less	O
Walk	O	11-20 lbs	O
Sit	F	21-50 lbs	N
Manually Manipulate	F	51-100 lbs	N
Reach Outward	O	Over 100 lbs	N
Reach Above Shoulder	O		
Climb	N		
Crawl	N	Push/Pull	
Squat or Kneel	N	12 lbs or less	O
Bend	O	13-25 lbs	O
		26-40 lbs	O
		41-100 lbs	O

Other Physical Requirements:

- Vision
- Sense of sound (hear from stethoscope)
- Sense of touch
- Ability to wear PPE (gloves, gown, face shield)

****The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

Prepared By:	Human Resources
Supervisor Approval:	
Date:	
Employee Signature:	
Date:	