



NEW Health Programs Association

Title: Dental Assistant- Certified

Department: Dental

Supervisor: Clinic Site Manager-Dental

FLSA Status: Non-exempt

Purpose of Job:

Improve the overall health of the communities we serve by assisting providers in providing dental care to patients as follows:

Essential Duties and Responsibilities:

- Greets and escorts patient to assigned dental chair.
- Reviews and updates patient charts; fill out all necessary paperwork.
- Assists dental provider with required procedures, exams, and patient education.
- Takes and processes x-rays as needed.
- Ensures dental provider signature on completed chart notes.
- Ensures dental exam areas are clean, stocked, and ready for patients. Cleans, prepares, and sterilizes instruments.
- Orders supplies utilizing purchase order system as needed.
- Observes and follows required safety protocols, including handling and disposal of sharps, use of personal protective equipment, exposure to blood borne pathogens, and general safety of employees and patients.
- Performs other duties as assigned.

Qualifications:

Education/Experience: Valid Dental Assistant Registered licensure in state of Washington required at time of hire. Experience in dental assisting preferred.

Skills: Excellent oral and written communications skills required. Computer skills required. Knowledge in surgical and restorative dental assisting required.

Physical Demands:

Dental Assistants are required to stand 1/3rd to 2/3rd of the day; while sitting, and being mobile are required 1/3rd to 2/3rd of the time. They are required to use hands to finger, handle or feel over 2/3rd of the time, as well as reach with hands and arms. Climbing, balancing, stooping, kneeling or crouching occurs less than 1/3rd of the time. Communicating by talking/ hearing occurs over 2/3rd of the day. Smelling occurs between 1/3rd and 2/3rd of the day. Amount of time spent lifting or exerting force is about 50% for up to 10lbs and less than 1/3rd of the time up to 25lbs. Rarely is there a need to lift more than 26lbs.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the above job description.

Employee Signature: _____ Date: _____

Print Name: _____