

*G.A. Carmichael Family Health Centers, Inc.*

**Dental Assistant  
Job Description**

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<b>Reports to:</b>	Dental Assistant Supervisor
<b>Classification:</b>	Non-Exempt
<b>Department/Site:</b>	Dental

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**Major Functions:**

Under the supervision of the Dentist, the Dental assistant supports dental care delivery by preparing treatment rooms, patient instruments and materials; performing procedures in compliance with the Dental Practice Act.

**Essential Functions:**

- Prepares treatment room for patient by following prescribed procedures and protocol.
- Prepares patient for dental treatment by welcoming, comforting, seating and draping patient.
- Provides information to patients and employees by answering questions and requests.
- Provides instrumentation by sterilizing and delivering instruments to treatment area; positioning instruments or dentist's access; suctioning; passing instruments.
- Provides diagnostic information by exposing and developing radiographic studies; pouring, trimming and polishing study casts.
- Maintains patient appearance and ability to masticate by fabricating temporary restorations; cleaning and polishing removable appliances.
- Helps dentist manage dental and medical emergencies by maintaining CPR certification, emergency drug and oxygen supply.
- Educates patients by giving oral hygiene, plague control and postoperative instructions.
- Documents dental care service by charting in patient records.
- Maintains patient confidence and protects operations by keeping information confidential.
- Maintains safe and clean working environment by complying with procedures, rules and regulations.
- Protect patients and employees by adhering to infection-control policies and protocols.
- Ensures operation of dental equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting, malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains dental supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.

- Conserves' dental resources by using equipment and supplies as needed to accomplish job results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Performs other work related duties as necessary.

GACFHC reserves the right to revise or change job duties, work sites and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

**Relationships:** Reports directly to the Dental Assistant Supervisor.

**Educational/Skills:**

1. Dental Assistant technology degree or equivalent or at least two years of experience in on the job training.
2. Prior training and job knowledge preferred. Radiology certification will be needed in performing job duties. CPR certification is required. Some on the job training will be provided. The individual should possess good communication skills, able to meet and greet patients as they enter the Health Center and exhibit good judgment and reasoning ability in all situations.

**Mental Demands:**

Demonstrate successfully knowledge in written and or oral communications. Be able to perform multiple tasks. While assisting our patients, must possess a positive and caring. Working in an Health Care facility, frequent exposure to communicable diseases, toxic substances, ionizing, radiation and other common Health Center environment, one must always be cognizant of the potential hazard of exposure and follow the recommended procedures to reduce exposure.

**Physical Demands:**

Must continuously listen, visualize and have dexterity and eye-hand coordination, ability for grasping and speed work. Must frequently stand, squat, reach, use both right and left forearm rotation and walk. Must occasionally kneel, twist, have ability to grasp firmly, lift and carry, push and pull in excess of 10 pounds. Possibility of exposure to communicable diseases and bodily fluids in a Health Center is probable, however; one you should always be cognizant of the potential hazard and follow the recommended procedures to reduce exposure. Requires working under stress in an emergency situation or during irregular hours.

I acknowledge that I have read this job description and I understand and accept the performance expectations described.

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**Signature of Employee**

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**Date**

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**Signature of Supervisor**

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**Date**