

**JOB TITLE:** DA - DENTAL ASSISTANT  
**Department:** Dental  
**Reports To:** Clinical Support Coordinator/Dental Clinical Lead  
**FLSA Status:** Non-Exempt



## **DRESS CODE**

This position is required to wear scrubs, lab jacket and Personal Protective Equipment (PPE) as uniform.

## **SUMMARY**

Assist the Dentist with dental visits and procedures. Responsible for the care and maintenance of dental instruments and equipment.

## **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **REQUIREMENTS**

- Successful completion of Dental software systems training.
- Proficiency in utilizing office equipment.
- Maintain superior level of customer service when dealing with patients, vendors and co-workers.
- Assist your assigned provider and/or other dental providers as needed/assigned: IE Dentists, Hygienists and EFDA's with appointments and procedures.
- Cross-trained employees will occasionally assist with chart maintenance, scheduling and other clerical duties.

## **JOB PERFORMANCE**

- Review and update patient medical/dental history at each visit.
- Enter documentation into patient EMR per provider recommendation.
- Take dental radiographs per treatment plan specifications.
- Ensure patients are provided with required paperwork; assist with completion of said paperwork if necessary.
- Provide dental education to patients and families as instructed
- Track external lab cases.
- Assist patients with external referral coordination.
- Responsible for inventory and ordering of dental supplies

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- Clean, sterilize and lubricate dental instruments.
- Ensure cleanliness and orderliness of laboratory.
- Clean, sanitize and prepare assigned exam rooms.

### **SCHOOLING, EXPERIENCE, CERTIFICATION/S and/or LICENSURE/S**

- High School Diploma or equivalent.
- Knowledge of EMR.
- Dental Assistant certification.
- Radiograph certification.
- CPR/AED Certification
- Act 131: Child Abuse Training
- Hepatitis B Vaccination.
- Bi/Multi lingual preferred.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as operating and maintenance instructions, and policy/procedure manuals. Ability to speak effectively before groups of customers.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written and oral format. Ability to deal with problems involving variables in standardized situations.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must occasionally lift and/or move up to 50 pounds.

### **WORK ENVIRONMENT**

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.

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The noise level in the work environment is usually moderate.

## **WORK CONDITIONS**

There may be exposure to airborne and blood-borne pathogens and hazardous materials.

## **ORGANIZATIONAL INVOLVEMENT**

This position is required to participate in one (1) organizational event per calendar year. Attendance at "All staff" meetings is required and mandatory.

## **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

## **AUTHORITY BOUNDRIES**

This position reports to their assigned Dental Provider for daily supervision. The Provider will triage matters to the Clinical Support Coordinator and Clinical Lead who will triage to the appropriate personnel.

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Welsh Mountain Health Centers (WMHC) provides equal employment opportunities (EOO) to all employees and applicants without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. WMHC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. The policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

## **CONFIDENTIALITY STATEMENT**

Welsh Mountain Health Center employees will safeguard all confidential information and take reasonable measures to assure that information is used, accessed, modified, destroyed or disclosed only in an authorized fashion and in accordance with health center policies and procedures. Unauthorized access, use, modification or disclosure of confidential information is strictly prohibited and could result in disciplinary action. This applies to information in electronic as well as hard copy and/or printed formats.

Confidential information includes, but is not limited to

- Patient health care, financial and demographic data.
- Employment records, including compensation and performance data.
- Proprietary business information relating to the governance and operation of WMHC.

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- Data protected by governmental, statute or regulations, such as HIV, mental health, drug or alcohol records.

User ID's and passwords assigned to gain access to WMHC's information systems are the equivalent of a legal signature. Users will be accountable for all work done under their designated user ID and password.

## EMBRACING EXCELLENCE

1. **PROFESSIONALISM** - Whether directly or indirectly, I will work to support the delivery of an excellent experience to everyone served by the organization (customers and colleagues alike).
2. **ACCOUNTABILITY** -I will accept responsibility for the quality of care I provide, as well as how I represent the organization. I accept my individual and team responsibilities as we meet our commitments.
3. **RESPECTFUL COMMUNICATION** - I will communicate openly, honestly and without judgement while honoring each individual's uniqueness and assuming the best of those with whom I interact.
4. **TEAMWORK** - We are members of a diverse interdisciplinary team working together to meet a common goal. I will work in a cooperative and coordinated manner to fulfill our mission, vision and values.
5. **RESPECT** – I will honor diversity and individual dignity for the needs, talents and differences of others.

WMHC provides comprehensive, high quality primary health care to our patients regardless of ability to pay. As a Federally Qualified Health Center (FQHC) we provide health care to all member of our community, including low income, indigent and uninsured patients who may not otherwise be able to afford health care via traditional sources. We screen potential employees to ensure alignment with our core requirements followed by the requisite positional skills set. In doing so we need staff committed to this mission who do their best to live and work the characteristics of our core values as we strive to care for an ever-increasing amount of members of the communities we serve.

## CORE VALUES

The Health Centers Mission, Vision and Value statements will guide every employee's daily actions as well as provide the core expectations for our Standards of Behavior.

- Mission Statement
  - "To provide person focused, barrier free, quality healthcare to all"
- Vision Statement
  - A healthy community supported by accessible, equitable and compassionate integrated care.
- Values:
  - Compassion
  - Quality
  - Sustainability

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**SIGNATURE**

This job description does not imply that these are the only duties performed. Employees occupying the position will be required to follow any other related instructions and to perform any other job related duties requested by their immediate supervisor. Employee signature below constitutes understanding of the requirements, essential functions and responsibilities of the position as well as the WMHC Standards of Conduct.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Initials: \_\_\_\_\_