



## JOB DESCRIPTION

### POSITION:

Reports to:

Approved:

Revised:

Department:

FLSA:

### Dental Assistant

Dental Director or Staff Dentist

June 30, 2013; Feb. 6, 2019

Dental

Non-exempt

**Basic Function:** Assists the dentist(s) and dental hygienist(s) in the direct supervision of primary care dental services to patients of Canyonlands Community Healthcare Dental site(s).

### Essential Functions:

1. Assists patients in resolving minor difficulties, answering their questions and giving directions to patients as authorized by the dentist or dental hygienist.
2. Serves as dentist's or dental hygienist's chair-side assistant.
3. Prepares operatory for patient treatment as per CHC protocols and the dentist's or dental hygienist's directions.
4. Exposes and develops dental radiographs in accordance with state regulations and law as well as CHC Dental department directive and protocol.
5. Performs independent procedures as delegated and directed by the dentist in accordance with regulation and law and CHC Dental department directive and protocol.
6. Maintains Dental department equipment in accordance with manufacturer's direction and CHC Dental department policy and protocol.
7. Maintains all dental Department areas in compliance with CHC directives and protocols as well as center policies and procedures relative to infection control, exposure control and safety issues.
8. Maintains adequate supplies and compiles a list of individual item shortages for inventory control and ordering purposes.
9. Maintains a list of Dental department patients, monitors patient flow, and assists the Dental director, dentist(s) and dental hygienist(s) in assuring that all patient records and documents are properly and accurately completed and filed.
10. Documents in patient electronic record timely and accurately.
11. Insures the sterility of reusable dental instruments and equipment in accordance with CHC Infection Control Protocol. Performs all functions in full compliance with the center's and the CHC Exposure Control Plan including but not limited to the use of Personal Protective equipment and Universal Precautions.
12. Insures the proper disposal of all contaminated or potentially contaminated materials in accordance with CHC directive(s), as well as state and federal regulation(s).
13. Complies with CHC Standards of Conduct, Code of Conduct, and Corporate Compliance.

**Secondary Functions:**

1. Use PPE as appropriate
2. Understands role in Disaster Plan and that safety is a condition of employment.
3. Follows CHC's policies and procedures.
4. Serves on various CHC and community committees as required/requested.
5. Attends meetings, seminars, and conferences as appropriate to ensure skills and knowledge remains current.
6. Other duties as assigned.

**Minimum Qualifications:**

1. Ability to perform each essential function duty satisfactorily with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. High School Diploma or equivalency
3. X-ray certification as required by the state of Arizona or completion of x-ray certification within 90 days of employment.
4. CPR certified (BLS) or completion within 90 days of employment.
5. Ability to read, write and speak English.
6. Must be flexible and willing to work evenings and overtime if required/requested.
7. Ability to be physically active for long periods of time to ensure patient care and safety and have the ability to work well under pressure and present self in a calm, caring, and professional manner.
8. Good interpersonal and human relations skills are required. Must possess skills to empathize and care for a variety of patients, including low-income and diverse cultures and treat everyone (internal and external customers) with respect and dignity.
9. Ability to maintain confidentiality at all times in all situations and follow the laws and intent of the most current HIPAA laws and regulations and Canyonlands' security and privacy practices.

**Preferred Qualifications:**

1. Two (2) plus years of directly related experience.
2. Completion of an accredited course in dental assisting.
3. Bi-lingual (English/Spanish/Navajo) language skills.
4. Knowledge of Microsoft programs with the ability to effectively communicate using Outlook.

**Appearance Standards:**

This position shall follow the appearance standards as outlined in Canyonlands' Personnel Policy, "*Personal Appearance*".

**Physical Requirements:**

Dental Staff - All Levels				
	Not Applicable	Occasionally	Frequently	Constantly
Stand			X	
Vision - near				X
Vision – w/assistance				X
Walk		X		
Sit			X	
Handling				X
Reach outward			X	
Reach above shoulder			X	
Climb	X			
Crawl	X			
Squat/kneel		X		
Bend		X		
<b>Lift/Carry</b>				
10 lbs or less		X		
11-20 lbs		X		
21-50 lbs		X		
51-100 lbs		X		
Over 100 lbs	X			
<b>Push/Pull</b>				
12 lbs or less		X		
13-25 lbs		X		
26-40 lbs		X		
41-100 lbs	X			
Not applicable	Activity does not apply to this position			
Occasionally	Position requires this activity up to 33% of the time (0-2.5 hrs per day)			
Frequently	Position requires this activity from 33%-66% of the time (2.5-5.5 hrs)			
Constantly	Position requires this activity more than 66% of the time (5.5 hrs +)			

**OSHA CATEGORY CLASSIFICATION:**

I understand that the duties that are required of me place me in a Category I.

*While performing the duties of this position, the employee is exposed to weather conditions prevalent at the time. The employee may experience exposure to dust, pollens, pollutants, fumes, and communicable diseases as related to the health care environment. The noise level in the work environment is usually moderate.*

Travel ☐ is ☒ is not required. It is anticipated that travel will be:

☐ 5% – 10%

☐ 50%-75%

☐ 10% – 25%

☐ 75% - 90%

☐ 25% – 50%

The specific statements shown in each section of this Job Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The job's responsibilities/tasks may be modified and/or expanded over time. **Canyonlands will inform the employee when changes in the respective job description are made.**

I have read and understand the duties / physical requirements indicated in this job description and acknowledge that I am able to perform these duties with or without reasonable accommodation. <b>I understand that failure to adhere to these responsibilities could be grounds for disciplinary action.</b>		
Print Name	Signature	Date