

Job Description

<b>Position Title:</b>	<b>Dental Assistant</b>		<b>Department:</b>	Dental Clinic
<b>FLSA Status:</b>	Non-Exempt		<b>Supervisor:</b>	
<b>Salary Range:</b>			<b>Effective Date:</b>	January 13, 2023
<b>Approved By:</b>	CEO		<b>Revised:</b>	

**Position Summary**

The Dental Assistant will be primarily responsible assisting the dental providers by performing office, laboratory and patient care duties at Mathiesen Memorial Health Clinic.

**Essential Duties**

- Take and document patient dental history and updates, as well as overall health and medication history
- Assist dentist by handling supplies and instruments as requested
- Prepare tables and trays for dentist with necessary instruments and supplies
- Clean and sterilize instruments, and prepare treatment rooms as needed
- Take and expose high quality dental radiographs
- Ensure appropriate supply of equipment and materials
- Welcome patients and get them situated in the appropriate treatment room
- Aid the dentist with procedures and emergencies as needed
- Maintain patient confidentiality
- Provide all care in conjunction with accepted professional dental practices and standards

**Additional Responsibilities**

- Adheres to the Mathiesen’s Mission, Vision, and Values, Standards of Conduct, HIPAA and Infection Control principles/Universal Precautions
- Follows all established policies, guidelines and procedures, including federal and state regulations to assure safe practices and quality of care
- Excellent interpersonal skills
- Strong working knowledge of dental terminology, equipment and practices
- Performs other related duties as needed or requested by the MMHC leadership

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**Education, Skills and Qualifications**

- High school diploma or general education degree (GED) required
- Licensed as a Registered Dental Assistant (RDA) or a Registered Dental Assistant in Extended Functions (RDAEF)
- Current CPR certification preferred
- Radiology certification preferred
- Current CPR certification
- Possession of a valid California driver's license

**Physical requirements**

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 disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms, stoop, kneel or crouch; and talk and hear within normal range. The employee is frequently required to stand, walk, sit climb, or balance and use taste and smell senses. The employee must regularly be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Ability to deal with time constraints and emotional stress and exposure to body fluids and viruses are also essential functions of this job

**Working conditions**

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.

While performing the duties of this job, the employee is regularly exposed to odors and airborne particles, potential risk to airborne pathogens. The noise level in the work environment is usually moderate. Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U.S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

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**Acknowledgement**

I certify that I fully understand and am fully capable of meeting the responsibilities documented herein and will comply with all company policies, procedures, and standards.

Accepted by  
(sign): \_\_\_\_\_

Print Name: \_\_\_\_\_

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

COO  
Signature: \_\_\_\_\_

*This job description is not intended to be all-inclusive.*

*Mathiesen Memorial Health Clinic retains the right to change or modify job duties at any time. The above job description is not all-encompassing. Needs and requirements may vary according to business needs or necessity*