



MISSION

Delivering patient centered, accessible, quality-driven, medical, dental, and behavioral healthcare, to all generations to strengthen the health status in the communities we serve, regardless of the ability to pay.

JOB DESCRIPTION

POSITION:

Dental Assistant

Reports to:

Dental Director/Chief Operations Officer

Revised:

November 2016

Department:

Clinical

FLSA:

Non- Exempt

Position Summary: The Registered Dental Assistant is responsible for assisting the dentist and dental hygienist in the direct provision of primary care dental services to patients of the health center. The Dental Assistant is also responsible for sterilization, preparation and inventory control of dental instruments and supplies.

Supervision Exercised: None

Position Responsibilities:

1. Assists patients in resolving minor difficulties, answering their questions and giving directions to patients as authorized by the dentist
2. Serves as dentist’s chair-side assistant
3. Prepares operatory for patient treatment
4. Exposes and develops dental radiographs and performs independent procedures as delegated and directed by the dentist in accordance with state regulations and law
5. Maintains dental department equipment and work areas in compliance with health center policies and procedures relative to infection control and safety issues, including the sterilization of all reusable dental instruments and equipment and the proper disposal of all contaminated or potentially contaminated materials
6. Maintains adequate operatory supplies and compiles a list for inventory control and ordering purposes
7. Pulls and files patient charts as required and receives and places necessary telephone calls consistent with professional matter, clinic business and patient care
8. Assists with various clinical and administrative functions of the center as appropriate and as time permits
9. As directed by a supervisor, performs other related and/or necessary tasks to achieve organization and programmatic goals and objectives
10. Comprehensive knowledge of dental assisting techniques and procedures for all phases of general dentistry
11. Must be cognizant of the expectations and concerns of the health center’s dental patients and be able to respond in an empathetic and professional manner

Position Requirements:

1. Skill in providing excellent customer service and support; organizing and prioritizing workload and meeting deadlines; and excellent written and verbal communication.
2. Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic and professional backgrounds.
3. Ability to work effectively with managers, co-workers, members of the public and professional groups.
4. Ability to communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing), consistently demonstrate positive/proactive customer service attitude. Consistently maintains ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public.
5. Ability to work as an effective team member; function independently, exercise sound judgment and initiative; be flexible to shift priorities; maintain confidentiality; establish and maintain effective interpersonal work relationships, effectively assist providers; work toward goals and objectives of draft priorities.

6. Ability to follow NHC Clinic practice guidelines – including adhering to the NHC immunization policy and the NHC Mission and Vision and NHC Corporate Compliance Policy.
7. Ability to receive constructive feedback including evaluation of provider’s productivity and practice attributes.
8. May be asked to perform other duties that align with NHC’s mission, including but not limited to participation on clinical committees, providing education, Quality Review and/or other activities.

Minimum Requirements:

1. Ability to perform each position responsibility satisfactorily with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.
2. Ability to understand that safety is a condition of employment. Unsafe acts or conditions will be reported to the supervisor or Site Coordinator.
3. Must be computer literate with ability to enter information in the NHC EHS system and compile reports or data as requested.
4. Must be able to read, write and speak English.

Education and/or Experience:

- High school diploma or GED certificate
- Completion of accredited course in dental assisting preferred (Qualified Dental Assistant)
- Current CPR (BLS) required

License and / or Certification:

- Current certification by DANB
- Current CPR certification required
- Valid North Dakota Driver’s License
- Current Immunization Records
- Current PPD
- Must be able to meet and maintain current NHC credentialing and privileging requirements.

Special Requirements:

- Must be willing to travel between NHC health centers. Must be willing to work evening hours and weekends if necessary.

Appearance Standards: This position shall follow the appearance standards as outlined in the NHC Personnel Appearance Policy.

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.

Physical Requirements:

NCHC CLINICAL STAFF				
	Not Applicable	Occasionally	Frequently	Constantly
Stand			X	
Vision – near			X	
Vision – w assistance			X	
Walk			X	
Sit			X	
Reach outward		X		
Reach above shoulder		X		
Climb	X			
Crawl	X			
Squat/kneel		X		
Bend		X		
Lift/Carry				
10lbs or less			X	
11-20 lbs		X		
21-50 lbs		X		
51-100 lbs	X			
Over 100 lbs	X			
Push/Pull				
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 hours per day)			
Frequently	Position requires this activity from 33%-66% of the time (2.5-5.5 hours per day)			
Constantly	Position requires this activity more than 66% of the time (5.5 hours + per day)			

Travel: is not required It is anticipated that travel will be: 5% - 10% 50% - 75%
 10% - 25% 75% - 90%

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. Northland HC 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. I understand that failure to adhere to these responsibilities could be grounds for disciplinary action up to and including termination of employment.

Print Name
Signature
Date