



Creating and Inspiring Healthier Lives.

Position Title:	Dental Assistant
Department:	Dental
Supervisor:	Dental Director
Supervisory Responsibilities:	None
FLSA Status:	Non-Exempt

Summary:

The Dental Assistant is a licensed professional who is responsible for the direct provision of oral hygiene instructions and appropriate preventive services to dental patients of Alluvion Health under the scope of practice as a Dental Assistant and the supervision of the Dentist(s).

All employees will exhibit the following behavioral traits:

Integrity and Trust

Individual is widely trusted and can present information and discuss situations in an appropriate and helpful manner, keeps confidences, admits mistakes, doesn't misrepresent him/herself for personal gain. Is respectful in action and communication with clients, patients and staff.

Mission Integration

Adheres to the organization's mission during times of ease or challenge, is dedicated to the expectations and requirements of the mission and vision, acts in line with the values identified by Alluvion Health.

Team Relations

Understands and supports the team approach and integrated model of Alluvion Health. Is seen as a team player, cooperative and supportive of his/her coworkers, practices what he/she preaches. Can be candid with peers and fosters open dialogue. Creates a feeling of belonging on the team and holds self and team accountable to those behaviors.

Essential Job Responsibilities:

1. Performs dental assessments; handle assessment equipment such as dental tools and overhead lights; assist dentist with patient care including operative, endodontic, preventive, oral surgery, etc.; fabricate provisional crowns; assist with patient education, post treatment instructions;

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2. Assists in the documentation of dental history or chief complaint; records and reports pertinent observations and patient reactions to dental staff, as appropriate; documents and ensures follow up;
3. Perform radiography within established parameters; display patient digital/standard radiographs;
4. Remove sutures, apply topical anesthetic to gums or cavity-preventative agents to teeth, remove excess cement and place rubber dams;
5. Maintain inventory, order supplies, and stock rooms in dental clinic; prepare treatment rooms between patients, sterilize and disinfect instruments and equipment; place barriers, set up appropriate instruments and dental materials;
6. Provides oral health education and appropriate individual counseling for all Alluvion Health dental patients;
7. Maintains instrumentation by sharpening, sterilizing, and selecting instruments;
8. Assists in maintenance of all dental department areas in compliance with Alluvion Health policies and procedures relative to infection control, exposure control and safety issues;
9. Insures the proper disposal of all contaminated or potentially contaminated materials in accordance with Alluvion Health Infection Control policy as well as state and federal regulations;
10. Actively participates in the quality assurance/performance improvement program and process in accordance with established policy;
11. Assists in preparation of patient care areas and patient admission process. Assists as required with patient reception, telephone calls, routine triage for walk-in patients, and other office duties;
12. Responsible for personal compliance with all applicable federal, state, local and community health center rules, regulations, protocols and procedures governing the practice of dental hygiene and the clinical provision of dental hygiene services as well as those relating to, but not limited to, personnel issues, work place safety, public health and confidentiality;
13. Responsible for completing various special projects/events, which may require reviewing and analyzing information, identifying problems, recommending solutions and writing reports;
14. Performs a variety of other duties as assigned; which may include but are not limited to: directing or participating in special projects and events, conducting research, representing Alluvion Health at meetings and conferences, and attending continuing education and training events.

Knowledge, Skills and Abilities:

Knowledge and understanding of:

- Oral health care in an outpatient setting; third party payers and coding; dental office practices, procedures, and techniques; dental terminology;
- Patient triage as it relates to the family dental practice setting;
- Dental procedures, coding and infection control;
- Electronic Dental Health records;
- Cultural and linguistic sensitivity;
- Basic computer data entry;
- HIPAA Privacy and Security Rules.

Skills in:

- Customer relations and communication;
- Computer software programs for clinic practice management;
- Microsoft Office Outlook, Word, and Excel;
- Group/public presentations.

Ability to:

- Work as a part of a team; deal with frequent change, delays, or unexpected events;
- Consistently be at work and on time;
- Ensure work responsibilities are covered when absent;
- Arrive at meetings and appointments on time; communicate changes effectively;
- Speak clearly and persuasively in positive or negative situations;
- Respond well to questions;
- Write clearly and informatively and edit work for spelling and grammar;
- Present numerical data effectively;
- Read and interpret written information;
- Manage difficult or emotional customer situations;
- Show respect and sensitivity for cultural differences;
- Display original thinking and creativity;
- Maintain confidentiality;
- Follow policies and procedures;
- Demonstrate accuracy and thoroughness;
- Observe established lines of authority and maintain effective communication with superiors and co-workers;
- Observe safety and security procedures;
- Creatively solve problems through individual and/or programmatic action.

Education/Experience/Qualifications:

Education/Training:

- High School Diploma or equivalent;
- 2 years of clinical experience as a dental assistant or graduation from a Dental Assistant program.

Certifications:

- Current Montana certification in dental radiography;
- Must possess a valid driver's license issued by the State of Montana.

Language Skills:

Fluent in the English language. Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints.

Physical Requirements:

- 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.
- The employee is regularly required to sit and use hands and fingers to provide care to patients and operate computer;
- Frequently is required to reach with hands and arms;
- Must occasionally lift and/or move up to 40 pounds while transporting equipment and supplies;
- Specific vision abilities required by this job include close vision and looking into monitors for extended periods of time and ability to adjust focus which permits the employee to perform computer procedures, and to produce and review a wide variety of documents, correspondence, reports and related materials in both electronic and printed form;
- Clarity of speech and hearing that permits the employee to communicate well with others;
- Mobility that permits the employee to move about in a variety of building settings; Personal mobility that permits the employee to enter, operate and exit motor vehicles and travel to other clinic sites.

Working Conditions:

- Work indoors in climate-controlled environment 95% of the time.
- OSHA Exposure Category #1 (*The normal work routine involves exposure to blood, body fluids, or tissues, but exposure or potential exposure may be required as a condition of employment.*)

Work Hours:

- Full-time, non-exempt. Typically a 40 hour workweek.

Comments:

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

Employee Signature

Date

Updated: December 2021

Immediate Supervisor

Date

Human Resources Signature

Date