



RAPHAEL HEALTH CENTER Job Description

Title: Dental Assistant—Expanded Functions	Reports To: Dental Director
Salary \$	Status: Non-Exempt Full or Part Time
Work Location: Raphael Health Center	Date Reviewed: 01/05; 03/09; 10/10;01/2016

Required Education, Certification, Experience and Skill:

- High school graduate
- Completion of accredited course in Dental Assisting preferred
- Current CPR and Radiology certifications required
- Working knowledge of all aspects of the field of Dental Assisting
- Ability to establish and maintain effective working relationships with patients, visitors and coworkers
- Perform those duties which assist the Dental Director, Dentists and Hygienists in the care and treatment of patients
- Ability to manage and complete multiple tasks with consistent detail-oriented accuracy
- Basic knowledge of office equipment; computer, single-line phone, copier, and fax; basic knowledge of computer applications
- Bilingual in Spanish strongly preferred.

Scope of Tasks & Responsibilities:

- Exemplify the RHC mission through a personal example of excellent service to patients, visitors and coworkers
- Treat patients, visitors and coworkers with respect and dignity
- Maintain confidential information
- Attend regularly scheduled staff meetings
- Participate in appropriate health promotion activities as required.
- Expanded Duties Responsibilities:
 - Selecting and placing the correct matrix band
 - Placing & finishing composite resin, amalgam and sedative fillings
 - Placing sealants
 - Fabricating temporary restorations
- Perform other duties as assigned by the Dental Director.
- Assist the Dentists and Hygienists in chair side procedures routinely performed done in a General Dentistry practice
- Responsible for preparation and setting up of instruments, materials, and equipment necessary for each procedure
- Responsible for the sterilization of instruments
- Responsible for cleaning and routine maintenance of equipment and work areas



- Insure the proper disposal of all contaminated or potentially contaminated materials in accordance with the Dental Department policy, Raphael Health Center policy, as well as state and federal regulation/s.
- Escort the patients to and from dental operatory
- Take and develop x-rays as prescribed by the Dentist
- Review/update patient medical/dental history at each visit
- Review patient charts in preparation for the next day's schedule
- Maintain inventory of dental supplies and materials
- Other duties as assigned.

Supervision:

- No supervisory responsibilities

Requirements:

The physical, mental and environmental conditions for Scope of Work Responsibilities are specified by the use of F for frequently, O for occasionally, and N for not at all.

PHYSICAL	MENTAL	ENVIRONMENTAL
<p>On the job the employee must:</p> <p>(O) Bend (F) Sit (O) Squat (F) Stand (N) Crawl (F) Walk (N) Climb (O) Push/Pull (N) Kneel (O) Handle objects/manual dexterity (O) Reach above shoulders (O) Fine finger movement () Other</p> <p>Must carry/lift loads of: (F) Light, up to 25 lbs (O) Moderate, 25 – 50 lbs (N) Heavy, over 50 lbs</p>	<p>On the job the employee must be able to:</p> <p>(F) Read and comprehend (F) Write (O) Perform calculations (F) Communicate verbally (F) Reason and analyze () Other</p>	<p>On the job the employee:</p> <p>(F) Is exposed to blood bodily fluids and other infectious waste (O) Is exposed to excessive noise (N) Is around heavy machinery (N) Is exposed to marked changes in temperature and/or humidity (O) Is exposed to dust, fumes, gases, radiation, microwave (circle) (N) Drives motorized equipment (F) Works in confined quarters () Other</p>



Employee Signature

Date