



**BAY CLINIC INC**

**Dental Assistant**

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**Department:** Dental  
**FLSA Status:** Non-Exempt  
**Grade/Level:**  
**Job Type:**  
**Work Schedule:**  
4/10 hour days

**Job Status:** Full Time  
**Reports To:** Dental Charge  
**Amount of Travel Required:** 25 %  
**Positions Supervised:** None

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### **POSITION SUMMARY**

Assist dentists in the care and treatment of patients. Performs duties in the areas of chairside assisting, reception, inventory and records.

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### **ESSENTIAL FUNCTIONS**

#### **Essential Functions Statement(s)**

- Prepare patient, sterilize and disinfect instruments, set up instrument trays, prepare materials, and assist dentist during dental procedures.
- Take and input /expose dental diagnostic x-rays.
- Record treatment information in patient records.
- Take and record medical and dental histories and vital signs of patients.
- Provide postoperative instructions prescribed by dentist.
- Assist dentist in management of medical and dental emergencies.
- Pour, trim, and polish study casts.
- Instruct patients in oral hygiene and plaque control programs.
- Make preliminary impressions for study casts and occlusal registrations for mounting study casts.
- Clean and polish removable appliances.
- Clean teeth, using dental instruments.
- Apply protective coating of fluoride to teeth.
- Schedule appointments, prepare bills and receive payment for dental services, complete insurance forms, and maintain records, manually or using computer.
- Perform other duties as assigned.

### **POSITION QUALIFICATIONS**

#### **Competency Statement(s)**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Adaptability - Ability to adapt to change in the workplace.
- Autonomy - Ability to work independently with minimal supervision.
- Communication, Oral English - Ability to communicate effectively in English.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Reliability - The trait of being dependable and trustworthy.

- Self Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

**SKILLS & ABILITIES**

**Education:** High School Graduate or General Education Degree (GED): Required

**Experience:** No prior experience necessary

**Computer Skills:** Familiarity in Microsoft Office environment and electronic dental records preferred.

**Certifications & Licenses:** Graduate of a recognized dental assistant program or prior dental assisting experience is preferred.

**PHYSICAL DEMANDS**

**N (Not Applicable)** Activity is not applicable to this position.

**O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

**F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

<b>Physical Demands</b>		<b>Lift/Carry</b>	
Stand	F	10 lbs or less	O
Walk	O	11-20 lbs	O
Sit	F	21-50 lbs	N
Manually Manipulate	F	51-100 lbs	N
Reach Outward	O	Over 100 lbs	N
Reach Above Shoulder	O		
Climb	N	<b>Push/Pull</b>	
Crawl	N	12 lbs or less	O
Squat or Kneel	N	13-25 lbs	O
Bend	O	26-40 lbs	O
		41-100 lbs	O

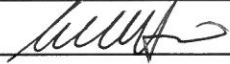
**Other Physical Requirements**

- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - Gloves, gown and face shield

**WORK ENVIRONMENT**

Health clinic environment with possible exposure to airborne and bloodborne pathogens.

Prepared By: Sharon Nelson Date: 04/14/2016

Dental Director:  Date: 5/18/16

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.