



Job Title:	Dental Assistant
Reports To:	Dental Charge
Department:	Dental
FLSA Status:	Non-exempt
Travel:	25%
Supervisory Duties:	None
Work Schedule:	Full Time (40 hours per week) 4,10 hour days

Job Summary

Assist dentist in the care and treatment of patients. Perform duties in the areas of chair side assisting, reception, inventory and records.

Reasonable Accommodation Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Bay Clinic is an equal opportunity employer.

Essential Functions

- 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.

Qualifications

- 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.

Working Conditions

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

Physical Requirements

Stand for extended periods of time, do repetitive tasks with few breaks.

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)

Physical Demands

Stand	F
Walk	O
Sit	F
Manually Manipulate	F
Reach Outward	O
Reach Above Shoulder	O
Climb	N
Crawl	N
Squat or Kneel	N
Bend	O

Lift/Carry

10 lbs or less	O
11-20 lbs	O
21-50 lbs	N
51-100 lbs	N
Over 100 lbs	N

Push/Pull

12 lbs or less	O
13-25 lbs	O
26-40 lbs	O
41-100 lbs	O

Other Physical Requirements:

Vision
Sense of sound (hear from stethoscope)
Sense of touch
Ability to wear PPE (gloves, gown, face shield)

****The company has reviewed this job description to ensure that essential functions and basic duties have been included. 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.*

Prepared By:	Human Resources
Dental Director Approval:	
Date Approved:	
CEO Approval:	
Date:	
Employee Signature:	
Date:	