

# **Community Oral Health Services**

## **Community Health Clinic Registered Dental Assistant**

**Job Title:** Community Health Clinic Registered Dental Assistant

**Reports To:** Executive Director

**Summary:** In a variety of community based locations throughout Monterey County, assists in providing dental care to underserved infants, children, and adolescents by performing the following duties in a state of the art mobile clinic setting.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Serves as the chair side assistant to the Community Health Clinic Dentist/Prevention Educator.
- Prepares treatment area for patient care; maintains equipment; insures the sterility of all reusable dental instruments and equipment in accordance with agency protocols.
- Exposes and develops dental x-rays in accordance with state regulations and clinic protocols.
- Performs independent procedures as delegated and directed by the dentist in accordance with state regulation and law.
- Maintains all clinic areas in compliance with agency and OSHA regulations and procedures relative to infection control, exposure control and safety issues.
- Recommends supplies and compiles a list of individual item shortages for inventory control and ordering purposes.
- Monitors patient flow, and assists the Community Health Clinic Dentist/Prevention Educator in assuring that all patient records and documents are properly and accurately completed and filed.
- Assists with various clinical and administrative functions of the mobile clinic as appropriate.
- Participates in appropriate health promotion / disease prevention activities, both on-site and off-site as required.
- Travels when necessary to meet operational needs.
- Transports mobile clinic and performs minor routine maintenance.
- Assists in filling schedule, (i.e. confirming, checking eligibility, contacting parents, etc.) as needed.
- Schedules appointments, prepares bills and receives payment for dental services, completes insurance forms, and maintains clerical records.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

#### **Technical Skills**

- Pursues training and development opportunities;
- Strives to continuously build knowledge and skills;

#### **Customer Service**

- Manages difficult or emotional customer situations;
- Responds promptly to customer needs;
- Solicits customer feedback to improve service;
- Responds to requests for service and assistance;
- Meets commitments.
- Maintains confidentiality.

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### **Oral/Written Communication**

- Listens and gets clarification;
- Responds well to questions;
- Participates in meetings.
- Writes clearly and informatively;
- Able to read and interpret written information.

### **Teamwork**

- Balances team and individual responsibilities;
- Gives and welcomes feedback;
- Contributes to building a positive team spirit;
- Puts success of team above own interests;
- Able to build morale and group commitments to goals and objectives;

### **Cost Consciousness**

- Works within approved budget;
- Conserves organizational resources.

### **Organizational Support**

- Follows policies and procedures;
- Completes administrative tasks correctly and on time;
- Benefits organization through outside activities;
- Supports affirmative action and respects diversity.

### **Quality/Quantity**

- Demonstrates accuracy and thoroughness;
- Meets productivity standards;
- Completes work in timely manner;
- Strives to increase productivity;
- Works quickly.

### **Safety and Security**

- Observes safety and security procedures;
- Reports potentially unsafe conditions ;

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily... Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Must have successfully completed an accredited Dental Assisting course or have had at minimum of twelve months of chair-side dental assisting experience. High school diploma or general education degree (GED).

### **Language Skills**

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to patients, their parents and other employees of the organization.

### **Mathematical Skills**

- Ability to add, subtract, multiply, and divide and use percentages.

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### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Database software and Word Processing software. Knowledge of Dentrix program helpful.

### **Certificates, Licenses, Registrations**

Currently registered and licensed by California Board of Dental Examiners and twelve months of chair side experience. Current CPR certification required. Current California Driver's License with clean driving record. Ability to qualify for or holder of Class B license highly desirable.

### **Other Skills/Abilities/Qualifications**

Bilingual in English and Spanish preferred.

Possession of Class B California Driver's license highly desirable.

### **Physical Demands**

The 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. While performing the duties of this Job, the employee is regularly required to stand and talk or hear. The employee is frequently required to sit. The employee must regularly lift and /or move up to 10 pounds.