



JOB DESCRIPTION

JOB TITLE – Dental Assistant

Closing Date: November 6, 2020 or until filled

Apply: jobs@schc.net, please state which job you are applying for

Contact: Kelsie Bolaño 385-955-6539

Location: Salt Lake City, UT

General Summary of Duties: Responsible for providing professional dental care for clinic patients under supervision of the DMD or DDS. Assists Dentist(s) and staff in coordinating patient care. Functions as primary liaison between patients, staff and Dentist(s).

Supervisor: Finance Director

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

1. Fulfills patient care responsibilities as assigned that may include checking schedules & organizing patient flow.
2. Prepares patients for examination and treatment.
3. Assists the dentist during a variety of treatment procedures
4. Take dental x-rays
5. Prepare instruments for procedures. Prepares instruments for sterilization. Ensure that all exam, equipment, tools, instruments, etc. and treatment areas are sterilized and ready for treatment.
6. Educate patients on proper oral hygiene strategies to maintain oral health
7. Taking impressions of patient's teeth for study casts
8. Perform office management tasks that require the use of a computer.
9. Provide patients with instructions for oral care following surgery or other dental treatment procedures.
10. Attends required meetings and participates in committees as requested.
11. Participates in professional development activities and maintains professional affiliations.
12. Maintains patient confidentiality.
13. Performs all related dental and other office work as required.
14. Practice and adhere to the "Code of Conduct" philosophy and "Mission and Value Statement".
15. Operates under the supervision of the dentist for all dental services.
16. Any other duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES: This position requires the following minimal requirements:

1. Knowledge of dental practice and care to assist in giving patient care.
2. Knowledge of examination, diagnostic, and treatment room procedures.
3. Knowledge of medical equipment and instruments to administer patient care.
4. Knowledge of common safety hazards and precautions to establish a safe work environment.
5. Skill in assisting in a variety of treatments and medications as directed.
6. Skill in taking vital signs.
7. Skill in maintaining records and recording results.
8. Skill in developing and maintaining effective working relationships with patients, medical staff, and the public.
9. Ability to maintain quality control standards.

- 10. Ability to react calmly and effectively in emergency situations.
- 11. Ability to interpret, adapt, and apply guidelines and procedures.
- 12. Ability to communicate clearly.

EDUCATION: A high school diploma or GED is required. Graduation from a recognized training facility for dental assistants is preferred.

EXPERIENCE: Minimum one (1) year of experience in a dental practice is preferred

CERTIFICATE/LICENSE: CPR certification preferred

PHYSICAL DEMANDS/WORKING CONDITIONS: Normal office environment. Work is often performed under stringent time lines and some evening and weekend work may be required. Frequent exposure to communicable diseases or body fluids. Requires full range of motion including handling and lifting patients, manual and finger dexterity and hand-eye coordination. Requires standing and walking for extended periods of time. Requires corrected vision and hearing to normal range. Staff must remain flexible and available to provide staffing assistance for any/all disaster or emergency situations.

PHYSICAL DEMANDS, WORKING CONDITIONS, ESSENTIAL FUNCTIONS:

✓ Manual Dexterity	✓ Exposure to toxic/caustic/chemicals, detergents
✓ Full range of body motion to maneuver weight of patients	✓ Exposure to extreme conditions (hot/cold)
✓ Standing, walking	✓ Exposure to dust/fumes
✓ Reach above shoulder	✓ Exposure to x-ray, electromagnetic energy
✓ Repetitive arm/hand movements	✓ Hear alarms/telephone/tape recorder
✓ Color Vision	✓ Exposure to communicable diseases
✓ Sight Acuity – far, near, depth perception	✓ Exposure to blood borne pathogens
✓ Push/pull weight of up to 50 lbs.	✓ Ability to work under stress, or in emergency situations
✓ Carry up to 100 lbs.	✓ Lift up to 100 lbs.
✓ Reaching, bending, stooping, kneeling, crawling	✓ Sense of smell/taste