

## **Dental Assistant**

### **GENERAL DESCRIPTION:**

Under general supervision of the Dental Director and in collaboration with the dental team, the Dental Assistant is responsible for assisting the dentist(s) and dental hygienist(s) in the direct provision of primary care dental services to patients of MCHC. The Dental Assistant is also responsible for sterilization, preparation and inventory control of dental instruments and supplies, and performing procedures in compliance with the New Hampshire Dental Practice Act and MCHC dental practice standards.

### **RESPONSIBILITIES:**

#### ***Clinical Functions:***

- Serves as the dentist's chair side assistant for a variety of treatment procedures.
- Prepares treatment room for patient by adhering to prescribed procedures, protocols and dental plan.
- Prepares patient for dental treatment by welcoming, soothing, seating, and draping patient. Helps patient feel comfortable before, during and after dental treatments.
- Provides information to patients and staff by responding to questions and requests.
- Selects materials and equipment for dental procedures by direct consultation with the Dentist or following the patient's dental plan.
- Takes impressions of patients' teeth for study casts (models of teeth)
- Takes and develops dental radiographs (x-rays)
- Maintains patient appearance and ability to masticate by fabricating temporary restorations, cleaning and polishing removable appliances, and removing cement from crowns and bridges.
- Educates patients in appropriate strategies for oral care following surgery or other dental treatment procedures as well as oral hygiene.
- Accurately documents dental services provided in the electronic dental record including vital signs and medical and dental histories.
- Maintains patient confidentiality at all times.
- Maintains instrumentation for dental procedures by sterilizing, and completing preventive maintenance requirements following manufacturer's instructions.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Protects patients, self, and other staff by adhering to infection-control policies and protocols.
- Maintains dental supplies inventory by checking inventory levels, anticipating needs, and placing orders for supplies.
- Conserves dental resources by using equipment and supplies as needed to accomplish job results.
- Maintains currency with professional and technical knowledge.
- Contributes to team effort by accomplishing related results as needed.

***Performance Improvement Functions:***

- Participates in the quality of dental care provided to meet the patient's and centers needs.
- Participates as a team member ensuring that the MCHC dental program meets all local, state, and FQHC quality and safety requirements.

***General:***

- Demonstrates an understanding of MCHC's mission in performing all aspects of the position.
- Demonstrates commitment to, and understanding of MCHC's Service Excellence Standards, by modeling service excellence in all internal and external relationships, and in performance of all duties and responsibilities of this position.
- Demonstrates a caring and helpful attitude when interacting with patients, vendors and fellow employees. Strives to build cooperative partnerships with internal and external customers.
- Handles confidential information as defined in MCHC's policies.
- Performs other related and/or necessary tasks to achieve organizational and programmatic goals and objectives as requested.
- Participates in other program activities as appropriate.

**MINIMUM QUALIFICATIONS:**

- Graduate Certified Dental Assistant (CDA) from an Accredited school or comparable on-the-job training and experience.
- Two years experience in general dentistry practice including current digital imaging and dental health record proficiency.
- Current CPR (BLS) certifications.

**PREFERRED QUALIFICATIONS**

- At least two years experience working with underserved / indigent populations and community based programs.

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Signed

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Date