

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
Clinical Health Programs
Job Description

Date: July 2018

Salary Grade: 7-9

Exposure Determination Category: 1

Chart: 2 Non-Exempt

Job Title: Dental Assistant

Reports To: Site Dentist

Areas of Responsibility: Facilitate patient flow; provide operatory preparation prior to patients, clean-up, and sterilization of instruments, and assist chair side.

Major Duties:

1. Seat and prepare patients for treatment, aid dentist in patient management by contributing to patient's comfort and placing patient at ease through reassuring conversation and actions.
2. Prepare clinic for provision of services, including sterilization of instruments and aseptic storage.
3. Expose, process and organize digital radiographs.
4. Mix and pass materials to the dentist or other dental assistants as needed.
5. Provide instructions to patients on oral hygiene, post-operative care, and importance of prevention.
6. Review client's medical history and update prior to procedures. Take and record blood pressure and pulse readings of clients prior to procedures.
7. Administer rubber cup and toothbrush prophylaxis
8. Chart existing dental conditions.
9. Be familiar with and operate according to OSHA guidelines.
10. Act as case manager for Health Center clients who are dental users, as assigned.
11. Prepare and store materials and supplies.
12. Make reminder calls.
13. Complete pre-authorization of insurance forms.
14. Schedule patients in the operatory for next appointment.
15. Promote program in a positive manner in the community.
16. Participate in program management improvement program.
17. Work as a team member to complete daily, weekly and monthly office tasks.
18. Maintain current Cardiac Pulmonary Resuscitation certification (CPR).
19. Perform other duties as assigned.

Working Conditions:

- Dental Clinic environment 90%, 10% training, meetings, and community interaction.
- Well-lit, temperature-controlled clinical setting, with standard medical and office equipment available.
- Work requires meeting tight deadlines.
- Works in a program in a state of change with many interruptions and interactions.
- The noise level in the work environment is above average.

Physical Requirements:

- Ability to frequently bend, stoop, squat, walk and pull drawers.

- Manual dexterity sufficient to operate office and medical equipment.
- Must regularly talk, hear and have close vision ability to record and communicate appropriate documents and records.
- Occasionally lifting and carrying up to 30 pounds.

Minimum Qualifications:

Grade: 7

1. High school diploma or GED.
2. Be able to obtain CPR certification.
3. Ability to speak English, proficient level of oral and written communication skills
4. Bilingual in Spanish preferred.

Grade: 8

1. Meet the minimum qualifications above;
2. Two years full-time experience as a dental assistant or certification as a dental assistant.
3. Must be able to obtain Board of Dentistry in Nebraska approved certification for coronal prophylaxis.
4. State of Nebraska radiology certification

Grade: 9

1. Meet the minimum qualifications above;
2. Five years full-time experience as a dental assistant.