**Overview:** Under the general direction and supervision of the Dental Director/Dentist, this person prepares patient for dental examination. Assists in providing patient care, within the appropriate scope of practice, to an ethnically diverse patient population.

**Minimum Qualifications:**

**Education:** High school diploma or the equivalent.

**Experience:** Graduation from a school in dental assisting preferred; one year experience as a dental assistant preferred. Current certification in BLS Cultural competence in working with diverse populations required.

**Essential Functions:**

1. Performs initial clinical interview and processing of patients that include:
   1. Takes description of chief complaint or reason for visit
   2. Reviews patient medical history and make any appropriate changes
2. Assesses for and identifies abnormal patient condition and immediately reports them to the clinician.
3. Assists chair side independently and provides dental care to patients across the lifespan.
4. Accurately and consistently understands and communicates dental terminology while relaying information to co-workers, patients and health records.
5. Demonstrates skill in computer operations and dental software.
6. Keeps accurate records of dental office inventory and orders supplies as necessary.
7. Performs operatory set-up and clean-up and dental instrument sterilization as outlined by infection control guidelines provided by OSHA.
8. Maintains dental equipment such as hand pieces, operatories and evacuation units, radiographic equipment and sterilization units according to manufacturer’s guidelines.
9. Demonstrates the ability to deal courteously and effectively with patients displaying a calm and caring demeanor while remaining professional.
10. Ability to deal with stressful situations and high volumes work load while displaying a sound understanding of prioritization and organization.
11. Backs up dental check-in, dental check-out and/or dental scheduling as necessary.
12. For additional duties see schedule for Dental Assistant Tiers I, II or III.
13. Complies with dental office and corporation policy and procedures consistently in all aspects of employment.
14. Ability to organize and prioritize work load.
15. Other duties as assigned.

**Knowledge, Skills, & Abilities:**

* Competent in dealing with racially and ethnically diverse populations.
* Basic computer skills.
* Excellent oral and written communication skills.
* Ability to organize and prioritize tasks.
* Ability to work under pressure.
* Strong attention to detail and problem solving skills.
* Ability to work independently and as a team member.

**Supervision:** This position has no supervisory responsibilities

**Supervisor:** Dental Director/Dentist

**Physical Demands/Working Conditions:** General office/clinic conditions are pleasant; good, clean working conditions where accident and hazards are negligible; requires short periods of moderate lifting, pushing or pulling objects up to twenty pounds. Clear diction and acute hearing are necessary for effective communication with the staff and public.

OSHA Classification I: Normal work routine involves potential for mucous membrane or skin contact with blood and/or body fluids; use of appropriate protective measures is required.