

## Northwest Colorado Health

### Dental Assistant

#### **General Statement of Duties:**

A Dental Assistant is a vital member of the dental health team. As a dental assistant, you will enjoy a broad range of exciting and challenging duties. Dental Assistants prepare the patient for the treatment, assist the dentist in performing their treatment to the patient in restorative dentistry or oral surgery, prepare materials and equipment for treatment and have them ready for the dentist's use, take x-rays and assist the dentist in laboratory work. May perform other related work to include, but not limited to, making appointments, answer the phone, ordering supplies and doing the dental billing.

**Supervision Received:** Dental Assistant Lead or designated supervisor.

**Supervision Exercised:** No supervision exercised.

#### **Essential Functions:**

The main duties include but are not limited to:

- Greets patients in waiting area and escorts patients to the operatory
- Assists the dentist in providing dental treatment.
- Prepares and maintains dental instruments, supplies and equipment.
- Collects and records patient health histories
- Patient management during dental procedures o Instrument transfer
- Dental procedure isolation techniques
- Prepares dental materials cements, amalgam, composite, impression materials, etc...
- Dental charting
- Supervises prevention and management of dental medical emergencies
- Inventory control and management
- Delivers patient personal oral care instructions
- Delivers community dental health presentations
- Takes dental x-rays
- Polishes the teeth to remove stains and soft deposits
- Applies topical fluoride treatments
- Takes impressions and bite registrations
- Applies pit and fissure sealants
- Removes surgical sutures
- Adaptation of temporary crowns
- Places topical medications
- Removes excess cement from fabricated restorations
- Pours impressions to make stone and plaster models
- Trims models o Fabricates mouth guards, temporary crowns, custom impression trays

- Handles instrument cleaning, sterilization/disinfection, and re-circulation
- Performs dental treatment room disinfection

*This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.*

**Education and Certification:** High School Diploma or equivalent required. Dental Assistant certification preferred, not required. Proof of completing radiation safety course required (can be obtained in office). In-house dental assisting course completion required if not certified.

**Experience:** One year experience as a certified dental assistant preferred, not required.

**Requirements:**

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
2. Current CPR certification.
3. Current immunization history, after job offer and before starting job.
4. TB Testing upon hiring or proof within the last year.

**Knowledge, Skills, and Abilities:**

1. Demonstrate knowledge of dental health education subjects.
2. Ability to complete forms in an orderly and accurate fashion.
3. Able to use sound judgment. Possess a calm disposition and the ability to work easily with people.
4. Ability to relate to the public in all areas (racial, ethnic, and economic).
5. Have the ability to communicate in English and Spanish preferred.
6. This position has been classified as Patient-Facing, a position in which the incumbent could reasonably be expected to routinely interact with patients and/or patient family members. Employees in Patient-Facing positions are exposed to healthcare conditions that may require additional training, immunizations, and use of Personal Protective Equipment (PPE).

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

<p>I, _____ acknowledge that on this date,  <div style="text-align: center;"><b>(Print Name)</b></div> <p>I have received the following job description for my present position.</p> <p><b>Signature of Employee:</b> _____</p> <p><b>Date:</b> _____</p> </p>
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