

## Northwest Colorado Health

### Dental Assistant Lead

**General Statement of Duties:** In close cooperation with the dental providers the Dental Assistant provides high quality care to patients. The Dental Assistant Lead assists in overseeing the Dental Assistants and operations in the dental clinics, ordering dental supplies, and coding invoices for accounts payable.

**Supervision Received:** Reports to the CHC Integrated Practice Manager.

**Supervision Exercised:** Assists in overseeing Dental Assistants.

#### Essential Functions:

1. Provides consistently high quality care to patients, evaluates the needs of the patients. Trains and coaches other Dental Assistants on providing care to patients.
  - Responds to client's inquiries and performs a dental triage function.
  - Provides dental related education to clients and their families.
  - Maintains a professional demeanor and customer service orientation to clients, peers, and providers.
2. Able to effectively perform the tasks and procedures required of a Dental Assistant in a dental clinic setting. Trains Dental Assistants on the tasks and procedures required of a Dental Assistant.
3. Prepares a patient's dental records for a provider visit by documenting clearly and correctly, assures that the right forms are in the dental record anticipating the needs of the visit.
4. Leads a highly functioning Dental Assistant team and provides supervisory support.
  - Responsible for operational aspects of DA team such as scheduling, ordering, and improving workflows.
  - Interviews, hires, and trains new employees. Participates in disciplinary action and coaching of Dental Assistants as needed.
  - Ordering dental supplies.
  - Works closely with accounting to code invoices for accounts payable.

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

**Education:** High School Diploma or equivalent required. Completion of an approved educational program for Dental Assisting preferred, not required. Advanced Dental Assistant certificate preferred, not required. Proof of completing radiation safety course required (can be obtained in office).

**Experience:** At least two years of experience in a dental care setting required. Two years' experience in a community health center setting preferred. Project and personnel management experience preferred.

**Requirements:**

1. If car is used, must provide proof of adequate insurance totaling at least \$300,000 and valid state 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.

**Skills:**

1. Psychomotor skills to provide care, including daily and repetitive pinching, grasping, and manipulating; hearing adequate to take vital signs accurately.
2. Daily standing, squatting, walking, bending, and maneuvering in various settings (clinics, schools, work sites) which are not barrier free.

**Abilities:**

1. Ability to communicate effectively with community members, dentists, and other health professionals, verbally and in writing.
2. Ability to perform certain screening tasks.
3. Ability to relate to the public in all areas (racial, ethnic, and economic).
4. Have the ability to communicate in English and Spanish preferred.

**Working Conditions:**

1. Work environment may be variable as services are provided in various environments. Lighting, acoustics, air quality, temperature, and environmental hazards are not predictable.
2. 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.*

I, \_\_\_\_\_ acknowledge that on this date,  
(Print Name)

I have received the following job description for my present position.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_