



POSITION TITLE: Dental Assistant

DEPARTMENT: Health Services

REPORTS TO: Health Services Director

POSITION SUMMARY: This position is responsible for the day-to-day clinical and clerical operations of the St. Mary's Community Services Dental Clinic. Provides support services to dentists by performing dental assistance duties. Acts as a liaison with other community resources and agencies.

SALARY RANGE: \$22.00-27.00 per hour based on experience. Full-time with benefits.

SCHEDULE: Monday through Friday 7:30 to 3:00 p.m. Position may require work on the weekends.

POSITION REQUIREMENTS

EDUCATION: High school diploma or equivalent and completion of an accredited dental assisting program. Current certifications required.

EXPERIENCE: One or more years assisting in a dental office, both front and back office preferred. Candidate must possess the ability to work positively with individuals from a variety of backgrounds.

POSITION KNOWLEDGE: We are seeking a skilled and dedicated Dental Assistant to join our team. As a Dental Assistant, you will play a crucial role in providing quality dental care to our patients. Your primary responsibilities will include assisting the dentist during procedures, preparing treatment rooms, and ensuring the comfort of patients. If you are passionate about dental health and have excellent communication skills.

LICENSE: Must possess a valid California Class C driver's license, proof of insurance and/or have access to reliable transportation.

PRINCIPLE DUTIES

- Prepare treatment rooms for dental procedures by sterilizing instruments and setting up equipment.
- Assist the dentist during procedures by handing them instruments, suctioning, and providing support as needed.
- Take and develop dental x-rays and perform other medical imaging tasks.
- Provide chairside assistance to the dentist during procedures, ensuring patient comfort and safety.
- Perform basic dental procedures such as taking impressions, applying sealants, and placing temporary fillings.
- Maintain accurate medical documentation and patient records using electronic health records.
- Educate patients on proper oral hygiene techniques and post-treatment care instructions.
- Assist with scheduling appointments and managing patient flow in the dental office-adhere to all HIPAA regulations to ensure patient privacy and confidentiality.
- Collaborate with the dental team to provide exceptional patient care.

Skills:

- Proven experience as a Dental Assistant or relevant certification from an accredited dental assisting program
- Strong knowledge of dental procedures, instruments, and sterilization techniques
- Proficiency in using electronic health record systems.
- Excellent communication skills with the ability to effectively interact with patients of all ages, including pediatric patients.
- Knowledge of medical coding for insurance billing purposes is preferred.
- Ability to multitask and prioritize tasks in a fast-paced environment.
- Attention to detail and strong organizational skills.
- Provides administrative and clerical services as needed; prepares and maintains.

PHYSICAL & MENTAL:

- Mobility: frequent sitting for long periods; frequent operation of a data entry device; occasional walking, standing, pushing, pulling, bending, squatting, and climbing.
- Lifting: frequent lifting of 25 pounds or less; occasional lifting of 5-30 pounds.
- Visual: constant use of good, overall vision and reading/close-up work; moderate use of color perception and hand/eye coordination; occasional use of depth perception and peripheral vision
- Hearing/Talking: frequent hearing of normal speech, talking/hearing on the telephone and in person.
- Emotional/Psychological: frequent decision-making, concentration, and public contact, occasional public speaking, occasional exposure to situations involving trauma, grief, or death.
- Environmental: frequent work in a standard office environment, occasional exposure to varied weather conditions.

St. Mary's Community Services provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without

regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.