

Job Description

As of June 4, 2018

Job Title:	Dental Assistant	SetID:	AHCMH SA
Job Family:	Charitable	Job Code:	2018013
FLSA Status:	Non-Exempt	Job Code Effective Date:	06/04/2018

Job Summary:

Assists dentist during examination and treatment for patients by performing the following duties: direct dental assistance and treatment within the scope of dental care; preventative dental teaching; and to provide treatments as ordered by dentist.

Responsibilities:

- Understands and Manifest the Philosophy and Mission of Daughters of Charity Services of San Antonio.
- Prepares patient, sterilizes and disinfects instruments, sets up instrument trays, prepares material, and assists dentist during dental procedures.
- Takes and records medical and dental histories and vital signs of patients.
- Exposes dental diagnostic X-Rays.
- Assists dentist in management of medical and dental emergencies.
- Instructs patients in oral hygiene and plaque control programs.
- Provides postoperative instructions prescribed by dentist.
- Records treatment information in patient records.
- Schedules appointments, prepares bills and receives payment for dental services. Completes insurance forms, and maintains clerical records.
- Adheres to fire and safety regulations (i.e. OSHA, etc.) and building security.
- Other duties as assigned.

Complexity of Work:

- Within scope of job, requires critical thinking skills, decisive judgment and the ability to work with minimal supervision. Must be able to work in a stressful environment.

Personal Protective Equipment:

- Follows Standard Precautions using personal protective equipment as required.

Minimum Qualifications

Education:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Registered Dental Assistant
- one (1) year previous experience
- Excellent communication skills
- Bilingual Preferred. (English/Spanish)

Competencies: Customer Focus, Ensures Accountability, Communicates Effectively, Values Differences, Demonstrates Self Awareness, Instills Trust

Licensure/Certification/ Registration:

- Current Dental Assistant Certification required
- Current C.P.R. Certification required
- Current Radiation Certification

Physical Requirements

Requirements	Never	Rarely	Occasionally	Frequently	Constantly
Audible Speech				X	
Bending/Stooping			X		
Climbing		X			
Depth Perception	X				
Distinguish Color		X			
Hearing Acuity				X	
Keyboard Data Entry				X	
Kneeling		X			
Lifting/Carrying Non Patient 0-25lbs				X	
Lifting/Carrying Non Patient 25-50lbs		X			
Lifting/Carrying Non Patient over 50lbs	X				
Lifting/Moving Patients	X				
Pushing/Pulling 0-25lbs				X	
Pushing/Pulling 25-50lbs		X			
Pushing/Pulling over 50lbs	X				
Reaching			X		
Repetitive Foot/Leg Movements		X			
Repetitive Hand/Arm Movements			X		
Running	X				
Seeing - Far			X		
Seeing - Near				X	
Sitting				X	
Smelling Acuity	X				
Squatting			X		
Standing			X		
Taste Discrimination	X				
Walking				X	

Please contact your manager if you have questions.

Work Exposures

Exposures	Never	Rarely	Occasionally	Frequently	Constantly
Asbestos or Lead	X				
Biohazardous Waste	X				
Biological Hazards - Respiratory	X				
Biological Hazards - Skin or Ingestion	X				
Blood and/or Bodily Fluids	X				
Cleans / Maintains Contaminated Surfaces	X				
Cleans / Maintains contaminated Equipment	X				
Communicable Diseases and/or Pathogens	X				
Computer Monitor				X	
Cytotoxic Chemicals	X				
Domestic Animals		X			
Dust	X				
Extreme Heat or Cold	X				
Fire Risk	X				
Gases/Vapors/Fumes	X				
Handles Blood, other body fluids, or body tissues	X				
Handles Contaminated Waste	X				
Hazardous Chemicals	X				
Hazardous Medication	X				
Hazardous Noise	X				
Heating Devices	X				
Hypoxia	X				
Lasers/High Intensity Light	X				
Latex	X				
Magnetic Fields	X				
Moving Mechanical Parts		X			
Needles/Sharp Objects	X				
Operates / Handles Contaminated Equipment	X				
Performs Patient Care Activities Requiring Contact with Patient	X				
Potential Electric Shock	X				
Potential for Physical Assault	X				
Radiation	X				
Sudden Decompression During Flights	X				
TB	X				
Unprotected Heights	X				
Wet or Slippery Surfaces			X		

I have read the Job Description for the Dental Assistant position and affirm that I am:

_____ Fully capable of performing the Essential Duties, Responsibilities and Physical Demands of this position.

_____ Not capable of performing the Essential Duties, Responsibilities and Physical Demands of this position and request that reasonable accommodations be made to perform the essential functions of this position.

Employee Signature _____

Date: _____

Supervisor Signature _____

Date: _____

HR Signature _____

Date: _____

CEO Signature _____

Date: _____

Please contact your manager if you have questions.

