

POSITION SUMMARY:

The Dental Assistant assists the dentist in providing dental treatment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Keeps accurate records of patient current medical history and dental charting.
2. Manages patient during dental procedures.
3. Ensures sterilization of instruments, treatment room and surrounding work areas.
4. Provides Instrument transfer assistance.
5. Takes impressions as needed.
6. Prepares and maintains dental instruments, supplies and equipment.
7. Educates patients.
8. Communicates with both patient and overseeing dentist of treatment plan.
9. Takes x-rays as needed.
10. Maintains patient confidentiality at all times.
11. Refers patient as needed (orthodontist, periodontist, endodontist and oral surgeon).
12. Sets up appointments with dentist.
13. Utilizes and maintains higher education, seminars, professional publications to remain current in profession.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.

COMPETENCIES:

1. Good organizational skills to handle multiple priorities while remaining professional and calm.
2. Ability to work with many diverse people.
3. Effective telephone skills.
4. Strong level of confidentiality due to the sensitivity of materials and information handled.
5. Must able to make suggestions on workflow or system efficiency and effectiveness.
6. Ability to work independently and be self-directed and flexible.
7. Ability to prioritize.
8. Ability to perform functions with minimal supervision.
9. Ability to work at a high-volume level of accuracy.

GENERAL EXPECTATIONS:

1. Be committed to the mission of the Hometown Health Center.
2. Behave in a professional manner and consistently demonstrate and promote the values of respect, honesty, and dignity for the patient, families, and all members of the healthcare team.
3. Committed to the constant pursuit of excellence and teamwork in improving the care of the patient and families of Hometown Health Center and the Patient Centered Medical Home Neighborhood.
4. Be punctual for scheduled work and use time appropriately.

5. Perform duties in a conscientious, cooperative manner.
6. Perform required amount of work in a timely fashion with a minimum of errors.
7. Be neat and maintain a professional appearance.
8. Maintain confidentiality and protect the Practice by abiding by laws and principles related to confidentiality; keep information concerning Practice Operations, patients and employees confidential.
9. This position requires compliance with Health Center's compliance standards, including its Standards of Conduct, Compliance Program, and policies and procedures. Such compliance will be an element considered as part of the Dental Assistant's regular performance evaluation.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand for prolonged periods of time, and talk and hear. The employee is occasionally required to sit, walk and use hands to operate a standard computer keyboard. The employee may occasionally lift and/or move up to 10 pounds. Vision requirements include close vision, distance vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a busy dental office environment with many interruptions. Very active, fast paced position with short deadlines.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- At least one year of prior experience as a Dental Assistant preferred.
- Experience and skill in maintaining records and recording test results.
- Ability to interact in a pleasant and professional manner with a wide variety of professional staff and patients.
- Ability to maintain quality control standards.
- Organizational skills, ability to prioritize, and attention to detail.

Education Requirements: The following education requirements are considered essential:

- High School diploma and/or Graduate of Certified Dental program.
- Have or obtain State of Maine Radiology Licensure and have or obtain Certified Dental Assistant Licensure.

Hometown Health Center is an equal opportunity provider and employer.

**** All requirements and skills are considered to be essential, unless otherwise indicated. ****

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.