



## Position Description

**Position Title:** Dental Assistant Aide  
**Department:** Dental  
**Reports To:** Dental Office Director  
**Status:** Non-Exempt

### Summary

The individual is responsible for providing friendly, professional, quality assistance to dental staff while maintaining sterilization and the delivery of sterile instruments. They will also assist the dental staff in operatory clean up and reset.

### Duties & Responsibilities

- Assist Dentist and/or hygienist with duties such as; charting perio, room clean up and reset, x-ray assistance (pushing button)
- Follow infection control procedures
- Perform instrument sterilization procedures
- Maintain adequate sterilization supplies
- Perform weekly and month maintenance according to procedures on sterilization equipment
- Attend OSHA training annually and observe policy and procedures as they pertain to OSHA standards and guidelines
- Laundry duties as outlined in the laundry procedure
- Other duties as assigned
- Promote the mission, vision and values of the organization in all interactions

### Qualifications

The individual must possess effective communication skills and development of good working relationships with other employees. This includes gaining the trust and respect of other employees, contract clinicians and patients as well as maintaining the integrity of confidential patient and business information.

### Education and/or Experience

The individual must possess a high school diploma. A diploma in a Dental Assisting program or experience is preferred. The candidate must be able to perform routine dental assistance procedures, deal effectively and reassuringly with patients, maintain required equipment in good working condition. This position requires a current CPR certification.

## **Communication Skills**

The individual must possess the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine correspondence; and speak effectively before customers. Bilingual skills (Spanish/English) are helpful, but not required. The individual must communicate with patients, families, communities, other health professionals and co-workers in a responsive and responsible manner to support a team approach to the maintenance of health and the treatment of disease. Engage others, appropriate to the specific care situation, in shared patient-centered problem solving.

## **Computer Skills**

The individual must possess a working knowledge of computers and demonstrate the ability to learn practice management system.

## **Physical Demands**

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

- Work may require sitting or standing for long periods of time; also stooping, bending and stretching
- Occasionally lifting 25 pounds or more
- Requires manual dexterity sufficient to operate a keyboard, telephone, copier and other such equipment
- Possesses sight and hearing senses to function adequately so that the requirements of this position can be fully met.

## **Work Environment**

The position is performed largely in a dental office. There could be exposure to chemicals used for cleaning, and limited noise from equipment. Work hours are generally during normal business hours. Work hours include some evenings and otherwise are generally during normal business hours and average no more than 40 hours a week for full-time employees, 30 hours a week for limited full-time employees and less than 29 hours for part-time employees. Occasional unscheduled overtime may be required. Community involvement is encouraged but not required.

**Acknowledgement**

This job description describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

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Employee Signature

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Date