Tiburcio Vásquez Health Center, Inc.
33255 Ninth Street, Union City, California 94587
Administration: (510) 471-5907 Appointments: (510) 471-5880 Fax: (510) 471-9051

# JOB DESCRIPTION

**POSITION:** Dental Assistant
**REPORTS TO:** Dental Director
**DEPARTMENT:** Dental
**TIME/STATUS**: Full-time, Regular, Non-Exempt
**BENEFITS:** Full
**UNION:** Yes

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## POSITION SUMMARY

Under the direct supervision of the Dental Director, the Dental Assistant will serve various duties that will be assigned accordingly by the Dental Director. (S) He will assist the Dentist with the various clinical procedures, recognized by the California Dental Practice Act. The Dental Assistant will also adhere to current infection control procedures, "Universal Precautions". The Dental Assistant will also perform back-up duties for the Dental Receptionist. The Dental Assistant will be assigned responsible for the operations of a Dental Clinic as necessary.

## DUTIES AND RESPONSIBILITIES

1. Prepares instruments and materials; cleans/sterilizes and maintains functioning instruments and equipment, prepares inventory on equipment and dental supplies.
2. Greets patients in the waiting area and escorts patient to the operatory.
3. Reviews and records medical/dental history and vital signs of patient as needed.
4. Reviews daily schedule to set up appropriate trays and instruments.
5. Assists with various procedures, which include but are not limited to charting, taking and pouring up of impressions and other chair side duties.
6. Stocks operatories and necessary dental supplies.
7. Explains as necessary dental treatment or procedures to the patient when questions are asked.
8. Delivers Oral Hygiene instruction etc. in accordance with protocol.
9. Provides assistance to Dental Department, front and back office, as determined by Dentist or Dental Provider based on changing patient flow and clinic needs.
10. Assures completion of forms and signatures; assists in maintenance of patient records.
11. Performs back-up Dental Receptionist duties as needed or directed by supervisory staff in order to ensure smooth and efficient operations of dental office.
12. Takes, develops and mounts necessary x-ray per protocol (CA x-ray certification required).
13. Performs all duties and service in full compliance with *TVHC's Service Excellence Standards.*
14. Performs all duties in support of EHR/EPM implementation.
15. Performs additional duties, as assigned by Director of Nursing and/or Medical Director and in support of quality assurance and improvement.

## QUALIFICATIONS

1. Excellent communication skills at level necessary for taking patients' medical histories, understanding provider and supervisors instructions, and for accurately documenting patients' medical information. Ability to effectively communicate with patient population and staff while demonstrating a high degree of diplomacy and tact.
2. Beginner to intermediate computing and phone skills.
3. Ability to multi-task and work effectively in a high-stress and fast-moving environment.
4. Working knowledge of "Universal Precautions," demonstrates professionalism at all times.
5. Willingness to work evenings and/or weekends; demonstrates flexibility in regards to job duties and assignments.
6. Possess a thorough understanding of the importance of confidentiality and non-disclosure according to the general standards set forth by HIPAA.
7. Culturally sensitive and demonstrated ability and effectiveness working with ethnically diverse populations.
8. Knowledge of dental health education subjects.
9. Bilingual English/Spanish strongly preferred.
10. Valid California Driver's License, insurance, and ability to travel as required to perform duties.

**EDUCATION AND EXPERIENCE**

1. High school Graduate (or GED).
2. Minimum of one-year experience in a dental setting, or a Certified and/or Registered Dental Assistant Certificate.
3. Proof of completing a Radiation Safety Course, in addition, a certificate for coronal polish is recommended.
4. Previous experience as Dental Assistant in a non-profit setting highly desirable.

Approved_____ Date_____
Chief Executive Officer

Approved_____ Date_____
Board of Directors

I have read the above job description and agree to perform the responsibilities as described above. I understand that this job description is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities required of personnel as classified.

_____ Date_____
Employee Signature

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Print Name