UNITED INDIAN HEALTH SERVICES, INC.

Job Description

Review, Recommendation & Approval:	
Received by HR:	06/11/2008
Recommended by Personnel Committee:	06/11/2008
Recommended by Finance Committee:	06/23/2008
Approved by Board of Directors:	06/24/2008
Review & Recommend by GDC:	07/14/2008

Job Title: Dental Assistant
Division: Clinical Services Division
Section: Dental Clinical Services
Location: Humboldt & Del Norte
Shift: Monday – Friday; 8:00am to 5:00pm
Report To: Dental Clinical Supervisor
Salary Table: Table 1 – Line Staff
Grade/Step: Level I - 04-04 to 05-10
Level II - 06-01 to 07-10
Level III - 08-01 to 08-10
FLSA Status: Non-Exempt
Approved On: June 24, 2008
Revised On: June 11, 2008 (Administrative 05/15/2012)

SUMMARY
Works directly with the dentist and the dental healthcare team to provide quality oral healthcare for United Indian Health Service (UIHS) clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES Primary responsibilities in this role include, but are not limited to the following**:** Other duties may be assigned.

Entry Level Employees will perform all functions of a Dental Assistant under the California State Board Dental Practice Act section 1085 DA Duties and Settings.

- Seats and prepares clients pre and post treatment.
- Responsible for sterilization and disinfection of instruments, treatment rooms and as assigned.
- Prepares and delivers dental materials
- Takes and records medical and dental histories and vital signs of clients.
- Records and maintains clients electronic health record and or hard copy records and dental encounters.
- Ships, receives and coordinates laboratory casework for clients.
- Makes preliminary impressions for diagnostic and opposing study casts.
- Assists dentist and dental team in management of medical and dental emergencies.
- Provides preventive dental education to clients and community groups as directed.
- Provides postoperative instructions prescribed by dentist.
- Travels to satellite facilities to complete dental tasks as needed.
- Actively cross-trains to assist dental reception staff as required.
- Processes and mounts dental radiographs.
- Performs routine maintenance on equipment and determine when and what kind of maintenance is required.

- Attends organizational committee meetings and other meetings as assigned.

- Adheres to accreditation and compliance standards/guidelines.

- Maintains a professional organized clean working environment by following organizational policies, guidelines, and safety standards.

- Assists in development of section policy, procedures, and quality improvement activities within services section as directed.

- Ability to work under the general/direct supervision of a dentist in a team setting.

- Performs other tasks as assigned.

Level-II

- Performs all functions of a Registered Dental Assistant (RDA) under the California State Board Dental Practice Act section 1086 RDA Duties and Settings or if pending RDA/CDA licensure will perform duties outlined in section 1085.

Level-III

- Performs all functions of a Registered Dental Assistant (RDA) under the California State Board Dental Practice Act section 1086 RDA Duties and Settings.

SUPERVISORY RESPONSIBILITIES: This job does not require any supervisory responsibilities.

QUALIFICATIONS: 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, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE: ***Educational degrees must be from a US Department of Education accredited school.***

- **Level 1:** Six (6) months of dental assisting experience and indicates the ability to learn the skills necessary to perform the duties of the position.
  - Must have or be willing to obtain dental x-ray certification within 6 months of hire**.**
  - High school diploma or equivalent (GED).
  - Ability to work under the general/direct supervision of a dentist in a team setting.

- **Level II**: Six (6) months - 2 years experience as a Registered Dental Assistant (RDA) and/or Certified Dental Assistant (CDA), or graduate of American Dental Association (ADA) - accredited dental assisting program and successfully pass the State of California Dental Board RDA &/or CDA exams within six months of hire.
  - Must possess a current RDA and/or current CDA license from the State of California or be able to take the California State Board RDA/CDA exam.
  - Must possess a California Dental X-ray certificate.
  - Must possess a California Board approved coronal polish course certificate or must be willing to obtain coronal polish course certificate within six months of hire.

- **Level III**: Two (2) years or more experience as a Registered Dental Assistant (RDA) and/or Certified Dental Assistant (CDA), graduate of American Dental Association (ADA)-accredited dental assisting program preferred but not required. . A Level III may perform all functions which may be performed by a Level I and Level II.
  - Must possess a current RDA and/or current CDA license from the state of California.
  - Must possess a California Dental X-ray certificate.
  - Must possess a California Board approved Coronal polish course certificate.
  - Must have hand on experience with advanced RDA and/or CDA skills within the prior 2 years.

COMPUTER OPERATIONS

- Basic personal computer skills including electronic mail, word processing, spreadsheet, graphics, and electronic health record data entry.

LANGUAGE SKILLS:

- Good interpersonal skills to maintain effective rapport with patients, dentists, dental team and community.
- Effective verbal skills to communicate with patients, dentists, dental team and community.

- Ability to understand written sentences and paragraphs in work related documents.
- Ability to communicate information and ideas in writing so others will understand.
- Ability to document notations in patient health record both electronically and hard copy chart, write routine reports and correspondence.

LANUGUAGE SKILLS:

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess a valid driver's license.
- Must be able to be insured under the agency's vehicle policy.
- Must be able to provide vehicle coverage.
- Must have or obtain CPR certification within six months of hire and maintain.
- Must possess all required certificates, licenses or registrations for levels I, II or III.

OTHER SKILLS AND ABILITIES:

- Ability to operate and maintain standard dental equipment.
- Must have familiarity with dental terminology.
- Must have legible handwriting for notations in patient health record.
- Have ability to work with Electronic Health Record.
- Ability to work with American Indian people and be sensitive to their culture.
- Comply with state dental practice requirements (e.g., x-ray certification, dental assisting and/or RDA/CDA duties, OSHA training requirements).
- Must be able to work with American Indians and be sensitive to their culture. Must be able to communicate both orally and in writing.

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.

N (Not Applicable) Activity is not applicable to this occupation.
O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Abilities		***Lift /Carry***		***Push / Pull***	
Stand	F	10 lbs or less	O	12 lbs or less	O
Walk	O	11-20 lbs	O	13-25 lbs	O
Sit	F	21-50 lbs	O	26-40 lbs	O
Handling/Fingering	F	51-100 lbs	O	41-100 lbs	O
Reach Outward	O	Over 100 lbs	O		
Reach Above Shoulder	O				
Climb	N				
Crawl	N				
Squat or Kneel	N				
Bend	O				

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

ACKNOWLEDGMENT:

I have read this job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

United Indian Health Services, Inc. (UIHS) has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by UIHS as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

_____ _____
Employee Signature Date