

DEADLINE: Open till filled
TITLE: Dental Assistant
DEPARTMENT: Dental Clinic
REPORTS TO: Manager of Dental Clinic

SUMMARY OF POSITION

Incumbent will be responsible for the performance of various functions pertaining to assisting the dentist with all patient dental care and dental operative procedures, under the general supervision of a licensed dentist at the Bethesda Mission dental clinic.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Assists the dentist with all routine dental procedures, including examinations, surgery and endodontic care and cleans and sterilizes the daily use of equipment and instruments used for these procedures.
2. Performs routine (monthly) spore testing of autoclaves for OSHA compliance.
3. Documents findings of an oral examination and records treatment plans and other findings as dictated by the dentist into Open Dental Software.
4. Assists the hygienist, as needed, with procedures.
5. Inputs dental/medical history and treatment plan into Open Dental Software.
6. Under the direct supervision of a dentist, may schedule patients for oral prophylaxis, fluoride treatments, and dental/surgical procedures using Open Dental Software.
7. Takes x-rays (panographic and intraoral) on all guests under the direct supervision of a dentist.
8. Cleans up the dental bay after each clinic, making sure all equipment is sterilized, chairs and other equipment are wiped down with disinfectant, trash is taken out, compressors are turned off and the dental clinic is locked.
9. Prepares a list of supplies to be ordered as current supplies get low or the last item is used in the dental clinic.
10. Assumes other duties and responsibilities as assigned.

QUALIFICATIONS

1. Provides a biblically sound testimony of having accepted Jesus Christ as Lord and Savior and leads a life worthy of that profession. Actively engages in private and corporate prayer, Bible Study, regular church attendance, and holy living.
2. Agrees with and carries out responsibilities in accordance with the Mission's policies that are included in the Bethesda Mission Directives, the Bethesda Mission Code of Conduct, the Bethesda Mission Statement of Faith, the Bethesda Mission Document on Sexual Sin and Brokenness, Value Statement and Narratives, and the Mission Statement.
3. Committed to serving the poor and homeless.
4. Graduate of accepted school of dental assistants.
5. Certified to take x-rays.
6. Possesses knowledge and ability to make decisions following standard dental practices and consulting with the dentist on any questionable cases that arise outside of standard practice.
7. Requires flexibility in providing coverage for dental clinic hours of operation.
8. Presents a history of stable and responsible employment.
9. Possesses the ability to maintain positive, productive working relationships with others.
10. Demonstrates ability to handle significant levels of stress inherent in Clinic operations.

PHYSICAL DEMANDS/WORK ENVIRONMENT

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.

Works in office areas as well as throughout the facility as required. Sits, stands, bends, lifts, and moves intermittently during working hours. Interacts with guests, staff, visitors, etc., under all conditions/circumstances. May be subject to hostile and emotionally upset guests or visitors, etc. under all conditions/circumstances. May be exposed to infectious conditions including exposure to the AIDS and hepatitis B viruses. May be required to work extended periods of time at a computer.