

Crusader Central Clinic JOB DESCRIPTION

Job Title: Dental Assistant - EFDA

Job Status: Non Exempt

Job Grade: 16

Manager Title: Dental Unit Manager

POSITION SUMMARY:

To provide patient care and assist providers under the immediate direction of the Dental Unit Manager or designee. He/she provides direct patient care in the Dental Department.

ESSENTIAL FUNCTIONS:

1. 1. Accountable for demonstrating the qualities outlined in the "Customer Service Standards of Excellence" program when interacting with patients, their families and friends, and fellow employees.
2. Responsible for patient's comfort as well as patient's understanding of treatment that will be delivered.
3. Responsible for taking and developing diagnostic quality dental radiographs. Also responsible for determining if the quality of the radiographs is within acceptable limits.
4. Responsible for basic dental equipment maintenance as well as having an understanding of and ability to perform instrument and operatory sterilization.
5. Responsible for keeping operatories stocked with dental materials and supplies.
6. Responsible for dental charting in a clear, concise method that is acceptable by ADA standards, and easily read and understood by any Dental Provider.
7. Responsible for the proper use and mixing of restorative materials, impression materials, bases, liners, and other dental materials.
8. Responsible for the proper pouring up of impressions and trimming of models.
9. Responsible for any of the duties as directed by the Dental Unit Manager.
10. Responsible for assisting front desk when designated by the Dental Unit Manager. These duties include:
 - a. Answering telephone calls, transferring calls to the appropriate person.
 - b. Taking phone messages and scheduling appointments for patients.
 - c. Scheduling appointments for patients.
 - d. Confirming appointments.
 - e. Rescheduling patients.
 - f. Triageing emergency patients.
11. Perform expanded duties, as defined in the Illinois Dental Practice Act, under the direct supervision of a dentist.

QUALIFICATIONS:

Knowledge of:

1. Community resources.
2. Organizational skills.
3. Age-specific medical care.
4. Interpersonal communication skills.
5. Culturally sensitive care.

Ability to:

1. Ability to stand on feet for long periods of time.

EDUCATION/EXPERIENCE/TRAINING:

Any combination of Education, Experience and Training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be through the following:

Education:

1. High School diploma or equivalent
2. Current CPR certification.
3. EFDA Certification

Experience:

1. Previous dental assisting experience preferred.
2. Computer experience preferred.

Technical Knowledge:

Other Skills: Strong computer literacy/proficiency in Microsoft Office preferred
Bilingual preferred (written and verbal)

Equipment: PC, email, facsimile machine, computerized voice mail system, and common office machines, multi-line telephone system

Software Knowledge: Windows, MS Office (Word, Excel, PowerPoint)

PERSONAL CHARACTERISTICS:

- Exude strong customer service skills
- Possess the ability to establish and maintain professional working relationships with all levels of staff, clients, and the public
- Detail oriented with the ability to work with minimum/no supervision
- Willingness to be part of a team-unit and cooperate in the accomplishment of departmental goals and organizational objectives

PHYSICAL REQUIREMENT FORM

Job Title: Dental Assistant EFDA

Physical Demands	Continuous over 70%	Frequent 40-60%	Occasional 15-39%	Rarely Up to 15%
Sitting		X		
Standing		X		
Walking		X		
Climbing			X	
Bending		X		
Pushing / Pulling				X
Carry / Lift	X			
1-15lbs				
15-30lbs		X		
30-50lbs				X
Immobilizing patient head for 30-40 minutes during treatment.			X	
Fine hand / Eye Coordination	X			
Exposure to Blood and Body Fluids	X			
Exposure to Extreme Heat, Cold, Temp Fluctuations				X
Exposure to Hazardous Chemicals	X			
Concentration on Detail	X			
Oral Communication	X			
Written Communication		X		

Crusader Community Health does not require nor does it expect that an employee lift over 50lbs unassisted. Objects in excess of 50lbs should be lifted or moved with mechanical means or a team lift.

Employee Signature: _____

Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. They are representative to the knowledge, skills, and abilities 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.