



NVIH POSITION DESCRIPTION

DENTAL ASSISTANT		
CLASSIFICATION Full-Time	FLSA STATUS Non-Exempt	DEPARTMENT Dental
DATE OF LAST REVIEW/REVISION July 2012	ASSIGNED SITE Chico/Willows/Red Bluff/Woodland	REPORTS TO Lead R.D.A.
		SUPERVISES None

POSITION SUMMARY: Under direct supervision from the Lead RDA, the Dental Assistant will function as a circulating assistant in chairside dental procedures. The Dental Assistant must be knowledgeable in all dentistry procedures, clinic infection control procedures, cleaning and sterilization of instruments, tray setup and materials. This position *may* require travel between Northern Valley Indian Health, Inc. sites to help fill temporary staffing vacancies and/or shortages.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Perform all phases of four (4) handed Dental Assisting duties within the legal limits of California State Law, i.e., endodontics, oral surgery, pedodontics, prosthodontics and restorative procedures.
2. Under the direct supervision of the Staff Dentists, possess the skills necessary to perform Dental Assistant duties as per State of California licensing guidelines.
3. Perform standard and radiographic methods. Exposes, processes and mounts diagnostic radiographs.
4. Familiarity with dental terminology, materials, medications and instruments used during dental procedures.
5. Perform the following supportive tasks to ensure efficiency of patient flow:
 - a. Clean, sterilize instruments, and set up trays.
 - b. Stock and store all supplies and materials.
 - c. Maintenance and testing of equipment (sterilizer, x-ray dosimetry, x-ray processor, etc.) including daily lubrication of equipment.
 - d. Pouring up models and other lab procedures.
 - e. Instruct patients in oral hygiene and preventive dental education under the supervision of the dentist.
 - f. Inventory and reorder supplies as necessary to maintain par levels.
 - g. Documentation of exam findings in patient record.
 - k. Maintain clean, orderly and well stocked operatories and laboratory
6. Plan work duties to ensure dental clinic efficiency.
7. Knowledge of patient scheduling procedures.

8. Work in conjunction with Staff Dentists to develop and implement preventive dental activities for the community.
9. Other duties as assigned.

All NVIH employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the NVIH's policies and procedures as they may from time to time be updated.

EDUCATION, EXPERIENCE, CERTIFICATIONS, AND LICENSES:

1. High School Diploma or equivalent, GED
2. Radiation safety certification or completion of a radiation safety course approved preferred
3. Current CPR BLS certification or able to obtain one.
4. Reliable transportation

Indian Preference. Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code Section 472 & 473). In other than the above, Northern Valley Indian Health, Inc. is an Equal Opportunity Employer.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

ACKNOWLEDGEMENT: I have received and reviewed a copy of the Dental Assistant position description. I understand that this position description is not a contract of employment and in no way changes the at-will nature of my employment relationship with Northern Valley Indian Health, under which either NVIH or I may terminate the employment relationship at any time, for any reason, with or without cause or notice.

Signature

Date