



# GREATER VALLEY HEALTH CENTER

**Greater Valley Health Center (GVHC) recognizes employees are at the heart of our ability to meet the needs of our patients and community. We invite every employee to contribute at the highest possible level. This position description is provided to outline the primary duties, qualifications, and job scope. It is not intended to limit the employee or GVHC to just the work identified. We expect each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavours.**

It is the policy of this facility to provide equal opportunity to persons regardless of race, religions, age (over 40), gender, disability, veteran, genetic information or any other classifications in accordance with federal, state, and local statues, regulations and ordinances.

Job Title	<b>Dental Assistant</b>		
Wage		Schedule	M-F
Working hours per week	40		
Reports to (job title)	Dental Director	Non- Exempt Exempt	Non- Exempt

**Job purpose** *(Why does the job exist? What is it there to achieve or deliver?)*

Performs dental assistant functions under the appropriate supervision and scope of practice. The Dental Assistant is responsible for assisting the dental provider with dental procedures as appropriate; providing patient education for oral health and well-being; receiving and routing to telephone calls and inquiries regarding dental services and scheduling patients in dental provider appointment schedules as necessary. The Dental Assistant is responsible to the Executive Director (Administrative Duties) and the Dentist (clinical duties).

**Knowledge, Skills & Experience** *(work experience, qualifications, specialist training, key skills, disposition)*

	Requirements	Essential/Desirable
Qualifications	Must be a high school graduate or equivalent, preferably supplemented by course work or training in dental procedures. Must have successfully completed a MT board-approved written radiography examination at the time of employment or within 6 months of employment.	Essential
Experience	Preference to applicant with prior experience in a community health center based dental practice.  Preference to candidate who is a graduate of an ADA-accredited dental assisting program.	Desirable

Knowledge & skills	Must possess personal and professional knowledge necessary for the performance of the assigned work and be suitable for employment as evidenced by evaluation.  Must understand infection control and cross contamination issues in a dental setting  Strong oral and written communication skills.	Essential
Abilities	Ability to accept and utilize supervision.  Ability to work with other members of the health care team.  Ability to work in a fast-paced environment with multiple interruptions.	Essential
Special Requirements	Have and maintain a valid Montana's driver license.	Essential
Attitude & disposition	Strong work ethic, positive, caring, knowledge of cultural diversity and social determinants of health, team oriented. May be requested to perform functions relevant to the position but not listed above.	Essential

**Main Duties and Responsibilities of the Role:** these duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.

Assisting the dentist during dental procedures  
 Cleaning, sterilizing, disinfecting and placing barriers in the dental operatories  
 Preparing and maintaining dental instruments, supplies and equipment  
 Collecting and recording patient health histories and conducting dental charting as assigned  
 Preparing dental materials, cements, amalgam, composite, etc  
 Providing inventory review and ordering supplies  
 Managing the dental office infection control plan to meet OSHA, CDC and ADA standards  
 Assisting in front office duties including appointment scheduling and confirmation, patient reception, and patient records management  
 Participating in FCHC Quality Assurance activities as they pertain to dentistry.  
 Establishing and maintaining effective working relationships with fellow employees, supervisors, and the public.  
 Performing other duties as assigned within the Registered Dental Assistant scope of practice.

**Working Environment** (*knowledge of special working practices, breadth of management skill required, customer impact, responsibility, efficiency*)

Work is mainly performed in a clinic dental setting with dental equipment, computer/phone work and moderate noise. Standing, bending, sitting, lifting, walking, stooping required. You may be required to travel to different clinic locations.

**Freedom to Act & Decision Making** (*depth of control, supervision received, use of judgement & initiative, analytical ability*)

Work independently to complete tasks; use sound judgment but ask questions if needed; show initiative for work/work flow improvements.

**Communication & Networking** (*liaison with others, type and level of communications*)

Clear and detailed written and/or verbal communication with patients, patient family members, co-workers, and providers is required.

**Finance/Resource Management** (*budgeting, forecasting*)

Use supplies efficiently.

**People Management** (*supervisory responsibility, human relations skills*)

Non-supervisory position

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the changing of the post.

## Confirmation Section

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**Employee Signature**

Date:

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**Print name**

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**Supervisor Signature**

Date:

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**Print name**

**CEO:**

**Comments:**