

Trinity Hospital (owned and operated by Mountain Communities Healthcare District)

Job Title: Dental Assistant
FSLA Job Status: Non-exempt
Location: Dental Clinic
Supervisor: Dentist
Starting Salary:
Category: Regular Part-time Temporary/Casual

Note: Regular, part-time and temporary/casual categories of employees are defined in the Human Resources Manual. For a temporary/casual employee, the nature of the position is temporary and the work hours are intermittent (variable based on corporation needs). This category is also NOT entitled to certain benefits (as per Human Resources Manual).

1. **Scope and Range of Responsibility:** The dental assistant is responsible for providing support functions to the dentist, including assisting with dental procedures, lab work and office functions.
2. **Organizational Structure:** The incumbent's supervisor is the Dentist. The Dentist is responsible to the Chief Executive Officer.
3. **Mission Elements of Mountain Communities Healthcare District:** MCHD provides patient care to residents of Trinity County. In addition, we offer a full-service emergency room, OR services, acute care, a skilled nursing facility and a health clinic. It is our mission to provide excellent patient care and customer service to all who walk through our door.
4. **Position Responsibilities and Duties:** *Position Responsibilities* are rated as part of the employee's competency-based performance appraisal. Within the parameters established by the Chief Executive Officer, and approved policies and procedures, the incumbent is assigned the following position responsibilities and duties:
 - Prepare dental instruments in a timely and efficient manner, utilizing proper sterilization techniques
 - Gather patient records and ensure that file is complete
 - Hand instruments to the dentist in a proper, safe and sterile manner, ensuring patient safety and all times
 - Keep patient's mouth dry, as appropriate, during dental procedures
 - Take and process x rays as required
 - Apply anesthetics as requested
 - Make casts of teeth, creating temporary crowns and clean dental prosthetics as requested
 - Provide office support, including scheduling, answering phones, check in patients, order supplies and process patient records as requested
 - Other duties as assigned
5. **Qualifications:**
 - a) Graduate from an accredited dental assistant program preferred
 - b) Current xray certificate preferred
 - c) Dental assistant experience in a community clinic preferred
6. **Position Knowledge:**

Thorough knowledge of the principles, methods, and techniques of general dentistry as that related to dental assisting; ability to communicate in a professional manner with patients, dentist and other support staff; ability to work a team member and independently as necessary.
7. **Work Conditions**

Walking, standing, pushing, pulling and lifting in office areas. Must be able to work in spite of frequent interruptions. Must have ability to read work product of others, computer/monitor screens and computer printouts. Must be able to perform complex mathematical analysis and calculations.

Must exhibit high level of concentration and attention to detail. Must have the ability to work with a team. Interaction with others is professional and appropriate. Must be able to work under stressful situations and time constraints.

8. Other Position Requirements:

- a) Must agree to and pass a criminal and civil background check and OIG screening
- b) Must agree to and pass a pre-employment drug-screen.
- c) Must agree to and pass a pre-employment physical and TB test.
- d) Must provide "right to work" documentation upon appointment.

Supervisor:

Signed _____ Date _____

Employee:

Signed _____ Date _____

Copy to: Employee's Personnel File