

**ST. DAVID'S FOUNDATION
JOB DESCRIPTION**

JOB TITLE: Dental Assistant

FLSA STATUS: Non-Exempt

REPORTS TO: Lead Dentist

JOB PURPOSE

The Dental Assistant assists the Dentists and Dental Hygienists in providing dental care to the patients of the St. David's Dental Program. The performance of the Dental Assistant is evaluated jointly by the team Dental Hygienist and Dentists.

DENTAL PROGRAM

The primary focus of the St. David's Dental Program is dental services for children at Title 1 elementary schools and various summer clinical sites in Central Texas, who may not receive any dental care except on the St. David's dental vans. The St. David's Dental Program provides dental services eight hours per day, five days per week so that the Dental Program can reach as many patients as possible. Each dental van is staffed by professionals who operate full-time as a team, to provide the highest quality of dental care, maximize the number of patients served and achieve optimal operational efficiencies. The dental van is a mobile unit that travels from location to location, and is equipped with two dental exam rooms, digital x-rays, and computer workstations.

RESPONSIBILITIES

Clinical

1. Assist with a variety of dental procedures and related administrative functions on the dental vans, including the rotation of chairside assisting and site assisting.
2. Greet and comfort patients, prepare patients for treatment, and ensure a positive dental experience for the patients.
3. Take and record medical and dental histories and vital signs of patients.
4. Document patient treatment at chairside and perform data entry.
5. Serve as a resource for dental procedural questions and provide oral hygiene instruction.
6. Maintain accurate patient charts and program forms in accordance with established protocols and processes, with an emphasis on patient and data quality assurance.
7. Expose dental diagnostic x-rays.
8. Assist dentist in management of medical and dental emergencies.
9. Translate between other language and English, if possible, and as needed.

Clinical Services

1. Provide dental care with emphasis on culturally sensitive chairside manner.
2. Provide appropriate dental care to patients according to established standards of care, including treating emergency patients as needed.
3. Communicate directly with teachers and/or parents regarding questions or concerns about individual patient treatment, translating as needed.
4. Create an environment of respect and compassion for patients and staff.

5. Ensure privacy of all patient information to protect patient rights and meet Health Insurance Portability and Accountability Act (HIPAA) guidelines.
6. Ensure compliance with all Occupational Health and Safety Administration (OSHA) protocols and guidelines.

Clinical Site Assistant Duties

1. Escort patients in and out of school for up to 4 providers.
2. Correctly follow protocols specific to each school or clinical site
3. Locate patients inside the school, as patients move to different places throughout the day.
4. Follow Patient Verification Protocol: Verify date of birth, parent/guardian's name, accurately review medical history.
5. Take and record accurate vital signs.
6. Make diagnostic bitewing and panoramic radiographs.
7. Update patient file with appropriate records and information such as vitals, chief complaint, and any other notes pertinent to the patient's visit.
8. Write take-home notes for each patient.
9. Escort patients back to their classroom.

Vans

1. Provide support to the Dental Assistant Van Owners in their responsibilities to ensure efficient operations of the team.
2. Prepare and stock operatories, and set-up instruments and supplies.
3. Maintain equipment for proper functioning.
4. Maintain infection control through sterilization of instruments, operatory turnover, sanitation, and wipe-down of equipment.
5. Assist with maintenance and cleanliness of dental van interior, including taking out trash, sweeping and mopping at the end of the day.

Other

1. Operate dental vans from 7:30 a.m. to 4:00 p.m., Monday through Friday, with a lunch break typically from 12:00 noon to 12:30 p.m. Lunch time is subject to change.
2. Adhere to all St. David's Foundation Dental Program protocols.
3. Report personal absences, late arrivals, or early departures from the vans to the Lead Dentist.
4. Maintain effective communication and working relationships with patients and their parents, school personnel, partner agencies, community dentists, and all Foundation staff.
5. Demonstrate excellent attention to detail.
6. Demonstrate excellent communication and time management, including:
 - a. Checking in with school staff daily about any potential setbacks to getting patients out of class, such as testing, fire drills, lockdown drills, picture day, etc. and coordinating your time around these, as well.
 - b. Coordinating time for each procedure to make sure it does not interfere with scheduled activities at school (lunch, assemblies, etc.)
7. Create an environment of respect and compassion for patients and staff.
8. Demonstrate punctuality, open communication, and respect for co-workers and supervisors.
9. Attend and participate in Dental and Foundation-related meetings, as necessary.
10. Respect and promote St. David's Foundation core values.

11. Perform other duties as assigned by management.

Dress Code

1. Scrubs
2. Appropriate footwear. Must be closed toed and puncture and fluid resistant
3. No jewelry or chipped nail polish

SKILLS AND COMPETENCIES

1. Exceptional service ethic and skills, including effective interactions, responsiveness, resourcefulness, and follow-through.
2. Strong verbal, interpersonal, written, and listening communication skills, with ability to communicate information diplomatically, concisely, and professionally with internal and external audiences.
3. Strong relationship management skills, with the proven ability to work well with various personalities.
4. Demonstrated experience in working with sensitive information and ability to maintain confidentiality.
5. Demonstrated ability to collaborate and effectively participate in a multidisciplinary team environment.
6. Demonstrated ability to learn dental software and related computer programs used specifically by our dental program.

REQUIRED QUALIFICATIONS

1. High school diploma or equivalent.
2. Currently Registered Dental Assistant, licensed in the State of Texas.
3. Minimum of six months of chairside experience.
4. Knowledge of dental equipment, materials, procedures, terminology, and chart preparation.
5. Passion for working with children and public health.
6. Demonstrated clinical leadership skills.
7. CPR, OSHA, Infection Control, and X-Ray certified.
8. Willingness and ability to travel to multiple worksites within Central Texas.
9. Willingness and ability to work in small and tight physical spaces.
10. Computer proficiency and experience, including demonstrated ability to correctly use dental software programs.
11. Up to date with vaccinations against COVID-19 unless a reasonable accommodation is approved by the Foundation.

PREFERRED QUALIFICATIONS

1. Bilingual in English and Spanish or other languages common in Central Texas.
2. Minimum of six months of chairside experience as a Pediatric Dental Assistant.
3. Minimum of six months of chairside experience in a mobile dental program.
4. Sealant certification.

PHYSICAL REQUIREMENTS

1. Demonstrated fine motor skills ensuring the safe handling and transfer of dental instruments, equipment, and supplies.
2. Ability to walk to and from the school or clinic regularly to maintain patient flow for up to 4 providers.