

**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 indigent children at Title 1 elementary schools 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 at Title 1 schools eight hours per day, five days per week during the school year, so that the Dental Program can reach as many children as possible. Each dental van is staffed by professionals who operate full-time as a team, in order to maximize the number of children served and achieve optimal operational efficiencies.

**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.

**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.
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.

### **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, operator turnover, sanitation, and wipe-down of equipment.
5. Assist with maintenance and cleanliness of dental van interior.

### **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.
2. Report personal absences, late arrivals, or early departures from the vans to the Lead Dentist.
3. Maintain effective communication and working relationships with patients and their parents, school personnel, partner agencies, community dentists, and all Foundation staff.
4. Create an environment of respect and compassion for patients and staff.
5. Demonstrate punctuality, open communication, and respect for co-workers and supervisors.
6. Attend and participate in Dental and Foundation-related meetings, as necessary.
7. Respect and promote St. David's Foundation core values.
8. Perform other duties as assigned by management.

### **Dress Code**

1. Scrubs
2. Athletic/closed toed shoes
3. No visible tattoos

### **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.

**REQUIRED QUALIFICATIONS**

1. High school diploma or equivalent.
2. Currently Registered Dental Assistant, licensed in the State of Texas.
3. Minimum of one year 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. Computer proficiency and experience.

**PREFERRED QUALIFICATIONS**

1. English/Spanish bilingual.
2. Minimum of one year of chairside experience as a Pediatric Dental Assistant.
3. Minimum of one year of chairside experience in a mobile dental program.

**PHYSICAL REQUIREMENTS**

1. Demonstrated fine motor skills ensuring the safe handling and transfer of dental instruments, equipment, and supplies.