



**VALLEY HEALTH TEAM**  
LIVE BETTER. VIVE MEJOR.  
JOB DESCRIPTION

POSITION:	DENTAL ASSISTANT
REPORTS TO:	DENTAL DIRECTOR
POSITIONS SUPERVISED:	NONE
CLASS:	REGULAR
CAT:	FULL-TIME
	NON-EXEMPT

**BASIC FUNCTIONS:**

Under the supervision of the Dental Director, the Dental Assistant is responsible for assisting the dentist(s) and dental hygienist(s) in the direct provision of primary care dental services to patients of the health center. The Dental Assistant is also responsible for sterilization, preparation and inventory control of dental instruments and supplies.

**DUTIES AND RESPONSIBILITIES:**

1. Assist patients in resolving minor difficulties, answering their questions and giving directions to patients as authorized by the dentist or dental hygienist.
2. Serve as the chairside assistant of the dentist(s) or dental hygienist(s).
3. Prepare operatory for patient treatment as per dental department protocols and the directions of the dentist(s) or dental hygienist(s).
4. Review patient's health history to be aware of and inform dental provider of any treatment modifications which may be necessary.
5. Expose and develop dental x-rays in accordance with state regulations and law as well as dental department directives and protocols.
6. Perform independent procedures as delegated and directed by the dentist in accordance with state regulations and law as well as dental department directives and protocols.
7. Maintain dental department equipment in accordance with manufacturer's directions and dental department policy and protocol.
8. Maintain all dental department areas in compliance with dental department directives and protocols as well as center policies and procedures relative to infection control, exposure control and safety issues.
9. Maintain adequate operatory supplies and compile a list of individual item shortages for inventory control and ordering purposes.
10. Maintain a list of all dental department patients, monitor patient flow, and assist the Dental Director, dentist(s) and dental hygienist(s) in assuring that all patient records and documents are properly and accurately completed and filed.
11. Receive and place necessary telephone calls consistent with professional matters, clinic business and patient care of the dental department.
12. Assist with various clinical and administrative functions of the center as appropriate and time permits.
13. Ensure the sterility of all reusable dental instruments and equipment in accordance with the dental department directive and protocol.
14. Ensure the proper disposal of all contaminated or potentially contaminated materials in accordance with dental department directives, center policy as well as state and federal regulation(s).
15. Perform all functions in full compliance with the center's and dental department exposure control plan including but not limited to the use of Personal Protective Equipment (PPE) and Universal Precautions.
16. Responsible for personal full compliance with all applicable federal, state, local and center rules, regulations, protocols and procedures governing the practice of dentistry and the clinical provision of dental care as well as those relating to, but not limited to, personnel issues, work place safety, public health and confidentiality.
17. Participate in appropriate health promotion/disease prevention activities, both on-site and off-site as required.
18. On a temporary basis, may be required to work at any satellite facility.

19. Contribute to team effort by assisting other departments as needed and while maintaining confidentiality of VHT's business.
20. Work cooperatively with all staff members and outside sources in a professional manner to deliver a high level of service.
21. Observe and practice all VHT Patient Experience Service Standards as outlined in "World Class Practices: My Commitment to Care (which I have read and signed). Practice CICARE when interacting with patients, their families, visitors, or internal customers.
22. Practice CICARE phone etiquette during all phone interactions.
23. Always exercise courtesy whenever patients, family members, visitors and co-workers are present.
24. Respect privacy and dignity of our patients, family members, visitors and co-workers.
25. Maintain professionalism in the presence of patients, their families, visitors and co-workers.
26. Act as a role model, verbally and behaviorally demonstrating skill, enthusiasm, positive problem solving, commitment and loyalty to the profession and the organization.
27. Engage as a member of the care team caring for individuals in the community
28. Prep for and lead daily huddles
29. Promote and educate on evidence-based preventive care, chronic care needs, and self-management support
30. Deliver clinical screening tests and immunizations
31. Follow applicable regulations: Joint Commission, OSHA, HIPAA, and CLIA.
32. Serves and protects the practice by adhering to professional standards, policies and procedures, federal, state, and local requirements, and The Joint Commission Accreditation of Healthcare Organization standards.
33. Perform other related duties, which may be inclusive, but not listed in the job description.

**MINIMUM QUALIFICATIONS:**

1. High School diploma or GED certificate
2. Completion of vocational training in an accredited training school or has a minimum of two (2) years hands-on training in a dental office
3. Dental X-Ray certificate
4. Current Basic Life Support card
5. Must show professionalism at all times especially when working with patients
6. Fluent conversational English/Spanish or English/Punjabi preferred
7. Ability to be flexible with work schedule and available to work at all site locations
8. Must have own transportation, valid California Driver's License and current proof of automobile insurance coverage.
9. Demonstrated ability to provide world-class patient experience using CICARE principles and practices. Ability to be proactive and to go above and beyond the call of duty; take initiative to provide a world class patient experience in all encounters via email, phone or in person.

**TYPICAL WORKING CONDITIONS:** The office setting is a normal work environment. Occasionally work during early morning, evening or weekend. May be subjected to temperature variances in the office.

**TYPICAL PHYSICAL DEMANDS:** Requires sitting, standing, or walking for up to eight hours a day. Some bending, stretching, or reaching may be necessary. Lifting up to 40 pounds may be required on occasion. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone contact.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing 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 may come in contact with hazardous equipment such as liquid nitrogen, cleaning agents, and sharps. The noise level in the work environment is usually moderate but may become excessively loud with the increased patient flow during a busy clinic day.

I, the employee, understand the responsibilities and standards of my position as listed above, and I agree to fulfill them to the best of my ability. I understand I am an at-will employee and can be terminated at any time with or without cause. I also understand the Valley Health Team Inc. will not be responsible in any manner for termination's which are due to defunding of Federal or State Contracts. I also agree that the VHT Board of Directors have the right to modify the Personnel Policies which govern my employment at any time.

This organization is an Equal Opportunity Employer. It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date