



Job Description

JOB TITLE: **Dental Assistant**
PROGRAM/DEPARTMENT: **Dental Services**
REPORTS TO: **Dental Director/ Dental Clinic Manager**
SUPERVISES: **N/A**
PRIMARY WORK LOCATION: **Stout Street/ Champa**
EMPLOYMENT CLASSIFICATION: **Full-time/Non-Exempt/Hourly**
TYPICAL WORK SCHEDULE:
LAST REVIEWED: **01/01/2016**
REVIEWED BY: **Dental Clinic Manager**

Coalition Mission

The mission of The Colorado Coalition for the Homeless is to work collaboratively toward the prevention of homelessness and the creation of lasting solutions for families, children, and individuals who are experiencing or at-risk of homelessness throughout Colorado.

The Coalition advocates for and provides a continuum of housing and a variety of services to improve the health, well-being, and stability of those it serves.

Our Philosophy of Service

We believe all people have the right to adequate housing and healthcare. We work to remove the barriers that restrict access to these rights. Society benefits when adequate housing and healthcare are available to everyone.

We create lasting solutions to homelessness by:

1. Honoring the inherent dignity of those we serve, affirming their capabilities, and fostering their hope that a better life is possible;
2. Building strong, caring trauma-informed communities through the integration of housing, healthcare, and supportive services;
3. Advocating for social and racial equity, inclusivity, and diversity and challenging the status quo in partnership with our workforce members and those we serve;
4. Achieving excellence through continuous quality assurance, innovation, and professional development; and
5. Using resources judiciously and effectively.

Job Summary

Assists the Dental Director, Clinic Manager, dentists, and hygienists in the care and treatment of patients.

Essential Job Functions

Employee must be able to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of self or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Employee will perform job according to applied laws. The essential job functions listed are representative of the knowledge, skill, and/or ability required to perform this job and do not represent an exhaustive list of job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

1. Assists the dentist and hygienist during a variety of treatment procedures.
2. Maintains compliance with infection control protocols, including appropriate sterilization of instruments.
3. Maintains a clean and orderly work environment.
4. Completes protocols for opening and closing of the clinic.
5. Seats patients, obtains medical history, completes radiology and prepare patient for new exam and dental procedures.
6. Assists dental office coordinator with maintaining charts, scheduling appointments and other front office tasks as requested.
7. Primary chair side assisting duties:
 - a. Assists the dentist and hygienist in the prevention, examination, and treatment of oral disease.
 - b. Has chart present and x-ray mounted when patient is seated.
 - c. Prepares patients, sets up instrument trays, and prepares materials used in dental procedures.
 - d. Keeps the patient's mouth free of debris and hands the dentist appropriate instruments during the procedure.
 - e. Practices rubber dam techniques, sterilizes equipment and maintains infection control protocols.
 - f. Cleans, disinfects, sterilizes and re-circulates instruments.
 - g. Prepares dental materials, cements, amalgams, composites, impression materials; prepares casting models and dies.
 - h. Takes, develops, mounts and labels dental radiographs (x-rays).
 - i. Prepares outgoing lab cases and receives incoming lab cases.
 - j. Collects and records patient medical and oral health histories; takes blood pressure and blood sugar if necessary.
 - k. Helps patients feel comfortable before, during and after the procedure. This may include using low voice tones and voice control and providing reassurance.

- l. Provides patients with instructions prescribed by the dentist for oral care following surgery or other dental treatment procedures, such as the placement of a restoration.
 - m. Stocks, cleans and disinfects treatment rooms; maintain equipment and work areas.
 - n. Disposes of contaminated biological and chemical waste according to OSHA procedures and protocols.
 - o. Retrieves and maintains dental records; records treatment information in patient records.
 - p. Assists dentist in managing medical and dental emergencies, performs CPR with attending dentist if necessary.
 - q. Performs dental assisting duties within scope of practice as defined by Colorado law.
8. Secondary front office duties (as requested/ assigned):
- a. Schedules and confirms patient appointments.
 - b. Handles incoming phone calls and inquiries about the dental clinic.
 - c. Maintains patient reception procedures; receives and seat patients.
 - d. Completes task list for opening and/ or closing the clinic each day. Tasks include starting up compressors and vacuum each morning and at noon, arranging dental chairs, filling all water bottles, and changing x-ray developer and fixer once per week with cleaning.
 - e. Completes patient registration and insurance verification procedures and enters data into the computer.
 - f. Assists patients in completing new patient registration packets and other financial/ benefits forms as needed (e.g., Friends of Man applications).
 - g. Makes charts, organizes and maintains filing of patient records and release of confidential health information.
 - h. Accurately records information in patient records.
 - i. Prints patients route slips; ensures completion and timely submission of route slips to the MIS department.

Education and Work Experience

1. High school diploma or equivalent required.
2. Graduation from a dental assisting program is required. Program accreditation by the Commission on Dental Accreditation of the American Dental Association preferred.
3. Current CPR certification required.
4. Previous experience as a dental assistant with patient care and front office duties preferred.
5. EDDA experience/skills strongly preferred.
6. Bilingual (English/Spanish) strongly preferred.

Knowledge, Skills and Abilities

1. Sound critical thinking and decision-making skills.
2. Consistently superb customer service skills; excellent interpersonal/assertive communications skills demonstrating a high degree of emotional intelligence.
3. Knowledge of homeless issues and demonstrated sensitivity to and a desire to work with underserved populations.
4. Knowledge of front desk procedures directly related to dental services.
5. Knowledge of information and techniques needed to diagnose and treat oral injuries, diseases and deformities.
6. Knowledge of OSHA regulations concerning infection control and dental clinic operations.
7. Skill in operating office equipment, such as computers, software (e.g., Microsoft Word, Excel and PowerPoint; e-mail; EHR systems) and telephones.
8. Able to demonstrate core competency in EHR systems.
9. Skill in listening to others and showing concern for all people; friendly, polite and able to work well under pressure.
10. Skill in oral and written communications.
11. Able to communicate effectively with diverse audiences.
12. Able to organize and prioritize multiple responsibilities simultaneously.
13. Able to ensure accuracy of data management and reporting.
14. Able to make sound decisions, using available information while maintaining appropriate confidentiality.

Physical Requirements

Percentage of work time spent on activity →	0% - 24%	25% to 49%	50% to 74%	75% to 100%
SEEING: Must be able to read computer screens and printed documents.				X
HEARING: Must be able to hear well enough to communicate with employees and others.				X
STANDING/WALKING				X
CLIMBING/STOOPING/KNEELING			X	
LIFTING/PULLING/PUSHING			X	
FINGERING/GRASPING/FEELING: Must be able to write, type and use telephones.				X
DRIVING: Must have valid driver's license and clean driving record.	X			

Working Conditions

Works in climate-controlled office environment with frequent interpersonal interactions. As in any medical clinic, there is a risk of exposure to blood borne pathogens.

This job description is intended to describe the general nature of work performed. It is not intended to be a complete list of all responsibilities, duties and skills required for employees performing this job. Furthermore, this job description does not establish a contract of employment. The Coalition may change job descriptions at any time, with or without notice, as service needs require.

Colorado Coalition for the Homeless is committed to delivering services, making employment-related decisions, selecting volunteers and selecting vendors without regard to age over 40, race, sex, color, religion, creed, national origin, ancestry, disability, genetic information, marital status, sexual orientation, gender expression, pregnancy, health condition related to pregnancy, military status or any other applicable status protected by law.

Apply Here: <https://us60.dayforcehcm.com/CandidatePortal/en-US/cchrpmc/Posting/View/3588>