



St. Croix Regional Family Health Center



Dental Assistant

DEPARTMENT: Dental

REPORTS TO: Dentist

SUMMARY OF FUNCTIONS:

Dental assistants work closely with and under the supervision of dentists. Promotes and maintains health by providing dental and oral health services.

Dental assistants have a wide variety of responsibilities in their larger role of aiding the dentist. As such, dental assistants are in charge of several tasks. Some of the basic roles involve interacting with patients in the office and instructing them about oral health during and after the appointments. Other routine tasks include answering the phones and scheduling appointments. Some of the more challenging parts of the job description include taking x-rays and dental impressions.

MAJOR DUTIES AND RESPONSIBILITIES:

- Learn about patient's medical history and take their vitals
- Prepare patients for treatments and procedures
- Make patients feel comfortable and relaxed
- Prepare and sterilize dental equipment to prevent infection
- Provide assistance to dentists during procedures
- Use suction hoses as well as other dental equipment to keep the mouth of the patient dry
- Keeping the office running smoothly by scheduling appointments, answering phones, ordering supplies, etc.
- Teach patient's about their oral hygiene
- Take dental impressions
- Take and develop X-rays Participates as an involved member in SCRFHC clinic team projects.
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- Assist with QI activities.
- Attend required meetings.
- Self-direct, motivate and function successfully in a team environment.
- Many of the skills required to be a dental assistant can only be learned while on the job. As a result, dental assistants receive most or all of their formal training while working.

ORGANIZATIONAL RELATIONSHIPS

Reports directly to the Dentist

PATIENT CENTERED MEDICAL HOME DUTIES:

Practices team-based care

Involved in huddles on daily basis per huddle procedure

Attends required staff meetings

Attends required training meetings

Participates in clinic and team Quality Improvement processes

Is invested in fostering patient self-management including involving the PCMH Care

Attend monthly meetings at which clinics, PCMH, and best-practice procedures and business agenda are addressed

Attend Performance Improvement Team and other QI committees as assigned

POST-EMPLOYMENT REQUIREMENTS:

1. All new employees must complete communication training, Health literacy and patient safety, within the first week of employment.
2. All new employees must complete training in coordination of care for patients and maybe assigned to a care team to support patients and families in self-management, self-efficiency, and behavior change within the first 2 weeks of employment as administered by the practice manager.
3. All new employees must complete training in population management within the first month of employment as administered by the office manager.
4. All clinical employees must complete motivational interviewing training within 3 months of employment.

All potential new employees will undergo a background and Office of Inspector General exclusion report and periodically thereafter.

St. Croix Regional Family Health Center is an equal opportunity provider and employer.