



Job Title: Dental Assistant

Classification: Non-Exempt, paid hourly

Reports to: Dental Assistant Supervisor

Purpose of Position: As an integral part of our Oral Health Care team, you will be responsible for assisting the dentist(s) and dental hygienist(s) in the preparation and direct provision of primary care dental services to patients.

Education/Experience/Licensure:

- High school diploma or GED required. Completion of accredited course in dental assisting preferred.
- Current MN registration required to perform certain tasks. Certified Dental Assistant preferred.
- Current CPR (BLS) required.
- Effective oral and written communication skills in English are required. Effective oral communication skills in Spanish preferred (based on clinic location).
- Successful clearance of general and DHS background checks required.

Fundamental Duties (Essential Functions) include, but are not limited to:

- Assists patients in resolving minor difficulties, answering their questions and giving directions to patients as authorized by the dentist or hygienist.
- Serves as dentist's or hygienist's chair-side assistant.
- Prepares operatory for patient treatment as per dentist's or hygienist's directions.
- Exposes and develops dental radiographs in accordance with state regulations and law as well as ATD's directive and protocol.
- Maintains equipment in accordance with manufacturer's directions and ATD's policy and protocol.
- Maintains all clinical areas in compliance with ATD's directives and protocols as well as our policies and procedures relative to infection control, exposure control and safety issues.
- Maintains adequate operatory supplies and compiles a list of individual item shortages for inventory control and ordering purposes.
- Pulls and files patient charts as required, monitors patient flow, and assists the dentist(s) and hygienist(s) in assuring that all patient records and documents are properly and accurately completed and filed.
- Receives and places necessary telephone calls consistent with professional matters, clinic business and patient care.
- Assists with various clinical and administrative functions as appropriate and as time permits.
- Insures the sterility of all reusable dental instruments and equipment in accordance with ATD's directive and protocol.
- Insures the proper disposal of all contaminated or potentially contaminated materials in accordance with ATD's directive, policy, and state and federal regulation(s).
- Performs all functions in full compliance with ATD's Exposure Control Plan including but not limited to the use of Personal Protective Equipment and Universal Precautions.
- Participates in appropriate health promotion/disease prevention activities, both on-site and off-site as required.
- Responsible for personal compliance in full with all applicable federal, state, local and clinic rules, regulations, protocols and procedures including but not limited to the participation of a Dental Assistant in the provision of clinical dental care, as well as those relating to, but not limited to personnel issues, work place safety, public health and confidentiality (HIPAA).
- Travels when necessary to meet operational needs.
- As directed by a supervisor, performs other related and/or necessary tasks to achieve organizational and programmatic goals and objectives.

General Expectations of this position include, but are not limited to:

- The passion and willingness to fully embrace and embody Apple Tree Dental's mission, vision and values.
- Comprehensive knowledge of dental assisting techniques and procedures for all phases of general dentistry.



Job Description

- Knowledge of modern dental materials, their storage, handling and applications
- Ability to attend to multiple tasks at the same time and to prioritize assignments and responsibilities to ensure compliance with established deadlines and protocols.
- Must be cognizant of the expectations and concerns of ATD's dental patients and be able to respond in an empathetic and professional manner.
- Ability to work with persons from a wide diversity of social, ethnic and economic backgrounds

Typical Physical Demands: Prolonged sitting or standing may be required. Those physical movements and the degree of mobility, manual dexterity and hand-eye coordination normally associated with dental assisting in general practice dentistry will be performed on a repetitive basis. The ability to distinguish letters and symbols as well as the ability to utilize telephones, computer terminals and copiers is required. Work under stressful conditions as well as irregular hours may be required. Frequent exposure to communicable disease, body fluids, toxic substances, medicinal preparations, radiation and other conditions common to a clinical environment may routinely be encountered.

Apple Tree Dental (ATD) reserves the right to revise or change job duties and responsibilities as the business need arises. In compliance with EEOC 29 CFR part 1630, if the essential functions of this position cannot be performed in a satisfactory manner by the employee, further accommodations shall be made if it does not constitute undue hardships upon this organization.