



Job Title: Clinical 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 provide clinical support to the dentists, dental therapists, hygienists, and dental assistants as needed

Education/Experience/Licensure:

- Dental office experience preferred, but not required
- Effective oral and written communication skills in English are required. Effective oral communication skills in Spanish desirable at some locations, but not required

Fundamental Duties include (but are not limited to):

- Greet, seat and prepare patients for planned clinical procedure
 - Postural support and patient comfort (use of pillows, blankets, etc.)
 - Measuring blood pressure and pulse
 - Antimicrobial rinses prior to surgical procedures
 - Patient review of written informed consent documents
 - Placement of patients' protective eyewear
 - Removal and cleaning of prosthodontic appliances
- Operatory set-up and clean-up – including room disinfection and waste management
- Instrument cleaning, packaging and sterilization
- Documentation assistance
 - Record periodontal, electronic health record and other clinical findings as dictated by the dentist, dental hygienist, dental therapist, and advanced dental therapist
- Chair-side Assistance as needed
 - Suctioning and soft-tissue retraction
 - Instrument exchange
 - Mixing or preparing basic restorative materials
- Escort patients to the front desk upon completion of their care
- Maintain cleanliness and organization of clinical areas
 - Complete In-House Laundry
 - Vacuum carpets and floors between procedures as needed and at end of day
 - Keep operatories and counters free of miscellaneous equipment, papers, magazines, etc.
 - Laboratory cleanliness and disinfection
 - End of day waste management
- Communications assistance
 - Assist with communication between the clinical and office support teams to optimize patient and overall work flow
- Other
 - Assist the licensed dental assistants as needed with various tasks
 - Assist the Dental Assistant Supervisor and Office Manager or Clinic Care Coordinator as needed
 - Perform other duties and responsibilities as assigned

Fundamental Expectations of persons in this position include (but are not limited to):

- The passion to fully embrace and embody Apple Tree Dental's mission, vision and values
- General knowledge of dental assisting techniques and procedures for all phases of general dentistry
- Knowledge of modern dental materials, their storage, handling and applications



Job Description

- Ability to attend to multiple tasks at the same time and to prioritize assignments and responsibilities to ensure compliance with established schedule, 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
- The ability to utilize and/or learn computer skills and systems such as; but not limited to: Open Dental software, Microsoft Office, and other systems as needed

Physical Expectations: 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. Prolonged sitting, standing, bending and twisting will be performed on a frequent basis. You may be asked to participate in lifting up to 50 pounds and assist with moving heavy carts (up to 75 lbs.) if applicable. 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.

Facility Expectations:

1. Listens to, understands and appropriately responds to patient/customer needs. Meets the reasonable needs of all patient/family/customer groups and improves overall customer satisfaction.
2. Demonstrates professional behavior with his/her work. Complies with personnel and departmental policies. Supports and participates in quality improvement activities.
3. Works actively with others to get the job done. Consistently exhibits courteous behavior/actions, including maintaining a positive attitude.
4. Supports and participates in changes and discussions regarding work practices.
5. Acts and speaks respectfully regardless of the presence or absence of the person. Frequently offers praise to others for doing a good job. Listens to and respects the opinions of others, and maintains confidentiality.
6. Demonstrates enthusiasm and commitment towards personal growth and development; completes and attends mandated educational courses. Maintains current licensure and certifications, if applicable. Attends and participates in departmental meetings, and if unable to attend proactively asks or gathers missed information.
7. Addresses issues in a courteous and respectful manner. Maintains the same standard for all patients/families and co-workers. Supports co-workers and patients/families in a positive manner.
8. Follows safety practices. Identify problems and work to resolve safety issues as they occur and in accordance with policy, asking for assistance when necessary. Help and teach others.

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.

This document should in no way be considered a contract or guarantee of employment. Employment at Apple Tree Dental is at the mutual consent of Apple Tree Dental and the employee, and either party may terminate the relationship at any time, with or without cause, and with or without written notice.

I have received, read and understand the Job Description above, including all duties and expectations.

Employee Signature: _____ Date: _____