Job Title: Licensed 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), dental hygienist(s), dental therapist(s), and advanced therapist(s) in the preparation and direct provision of primary care dental services to patients in our outpatient clinics or at community sites within Apple Tree’s mobile delivery program.

Education/Experience/Licensure:
- High school diploma or GED required. Completion of an accredited course in dental assisting
- Active MN licensure, DAND certification, and/or other state jurisprudence to perform certain tasks
- Current CPR (BLS) from the American Heart Association or Red Cross
- Effective oral and written communication skills in English are required. Effective oral communication skills in Spanish preferred (based on clinic location)
- A valid driver’s license and the ability to be added to our company car insurance roster highly preferred

Fundamental Duties (Essential Functions) include (but are not limited to):
- Assist the clinical providers in the oral health management of all patients while following Apple Tree’s policies and procedures; and as directed by provider
- Prepare operatory for patient treatment as indicated by the clinical schedule and/or supervisor
- Expose dental radiographs in accordance with state regulations and law as well as ATD’s directive and protocol
- Insure the sterility of all reusable dental instruments and equipment in accordance with ATD’s directive and protocol
- Monitor equipment and perform weekly, monthly, quarterly, and yearly maintenance and regulatory tasks in accordance with manufacturer’s directions and ATD’s policies and procedures
- Maintain 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
- Perform 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
- Insure the proper disposal of all contaminated or potentially contaminated materials in accordance with ATD’s directive, policy, and state and federal regulation(s)
- Maintain adequate operatory supplies and compile a list of individual item shortages for inventory control and ordering purposes
- Monitor patient flow, and assist the providers in assuring that all patient records and documents are properly and accurately completed and processed accordingly
- Receive and place necessary telephone calls consistent with professional matters, clinic business and patient care; including communications with Apple Tree Dental lab
- Participate in appropriate health promotion/disease prevention activities, both on-site and off-site as required
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- 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, workplace safety, including safe patient handling procedures, public health and confidentiality (HIPAA)
- Travel when necessary to meet operational needs. This includes safely driving a company car to community sites, or driving one’s own car, if a company car is not available
- Assist with various clinical and administrative functions as directed
- Perform other duties and responsibilities as assigned

Fundamental expectations of this position:
- The passion 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
- 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 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 75lbs) 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 respond to patient/customer needs. Meet 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 maintain 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 opinion 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. Identifies problems and works to resolve safety issues as they occur and in accordance with policy, asking for assistance when necessary. Helps and teaches 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_________________