



Job Description

Prince of Peace is a congregation of the Evangelical Lutheran Church in America
UP with God. IN through Community. OUT for the World.

Position Title Classification	Mission Outpost Dental Assistant Non-Exempt, Part-Time, 12 hours/week
Team	Missions
POP Values	<p>Faith: We value growing in our relationship with God</p> <p>Christ Centered Community: We value relationships in which we grow together to celebrate one another's joys and bear one another's burdens</p> <p>Service: We value providing for the needs of others in Jesus' name</p>
Core Purpose	The Dental Assistant assists the Clinic Manager, volunteers, and patients during their clinic experience, while caring for all clinical functions and maintenance. They will also support outreach opportunities in the community.
Essential Functions	<ul style="list-style-type: none"> • Prepare operatory and sterilization areas before and after clinic. • Provide training in sterilization and clinical care for new volunteers. • Provide chair side assisting and direct patient care when needed. • Supervise and assist volunteers while they provide treatment. • Provide support and advisement of clinical protocol, CDC recommendations, and OSHA regulations which includes maintaining and updating clinic required manuals • Maintain inventory and equipment. • Perform general cleaning duties in the clinic and waiting room. • Perform onsite laundry duties for clinic jackets and towels. • Provide occasional support to the Clinic Manager for outreach events.
Competencies Required	<ul style="list-style-type: none"> • Experience working in a fast-paced dental clinic. • Excellent communication skills, ability to collaborate with others and with different organizations including working with student organizations to provide a learning environment • Knowledge of CDC, OSHA, and radiation rules and safety. • Willingness to research new techniques and regulations to stay current. • A heart for service and willingness to advocate for the underserved. • High level of interpersonal skills to handle sensitive and confidential situations and documentation.
Physical Demands	<ul style="list-style-type: none"> • Ability to lift 25lbs. • Ability to climb a stepladder. • Ability to bend down, sit, and stand often. • Ability to work in and around a confined space. • Ability to assist both left and right-handed dentists.
Work Environment	While performing duties, the dental assistant regularly works inside the dental clinic and operatory rooms during clinic hours, which is cool in the winter and warm in the summer. The clinic has two operatory rooms with doors for privacy.

	<p>The staff and volunteers routinely provide outreach events, in which standing, bending, lifting and carrying is required.</p> <p>This job operates in a small professional dental office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets, ultrasonic cleaner, dental hand pieces, automatic hand piece maintenance unit, statim and autoclave steam sterilizers, dental x-ray units with digital sensors, and cavitrons.</p>
Travel	On occasion, there may be an opportunity to support a local outreach event.
Education and Experience Required	<p>Associate's Degree from an accredited college.</p> <p>At least one year of experience in chair side dental assisting.</p> <p>Experience assisting with placement of composite fillings.</p> <p>Experience assisting with extractions.</p>
Education and Experience Preferred	<p>Four years or more of experience in chair side dental assisting.</p> <p>Experience in a public health dental clinic.</p> <p>Previous volunteer work in a public health or mission clinic for the underserved.</p> <p>Bilingual speaking skills.</p> <p>Proficiency in using Eaglesoft dental computer software.</p> <p>Experience using digital x-ray.</p>
Additional Eligibility Requirements	<p>Certified and licensed in the state of Minnesota as an LDA.</p> <p>Current in CE requirements and CPR certification.</p>
Supervisory Responsibility	This position directly supervises dental clinic volunteers

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____