



Dental Assistant 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, 20 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 will support the Dental Clinic Manager, volunteers, and patients during their clinic experience at MODC. They will also perform clinical functions, assist with maintenance of the clinic; and provide support with outreach opportunities, and collaborations with different organizations in the community.
Essential Functions	<ul style="list-style-type: none"> • Prepare for clinics: setting up operatories and trays; stocking supplies and treatment carts; and maintaining the sterilization area before and after clinics • Supervise and assist volunteers while they provide treatment. • Support and train new volunteer on clinic protocols and procedures • Provide chair side assisting and direct patient care as needed. • Provide support and advisement on clinic 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, waiting room and laundry. • Provide administration support as needed answering call, returning calls, scheduling patients and preparing data for grants • Provide support to the Clinic Manager with outreach opportunities, and collaborations with private clinics and different organizations in the community
Competencies Required	<ul style="list-style-type: none"> • Experience working in a fast-paced dental clinic. • Excellent communication skills, ability to collaborate with others including students learning about the field. • Knowledge of CDC, OSHA, and radiation rules and safety. • 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	<p>The dental assistant will perform duties in the clinic and reception area. We are under the umbrella of the Mission Outpost which assist guests with different resources in the community. The clinic has a large reception area, 3 operatories with doors for privacy and a large sterilization area equipped with everything we need to provide dental treatment. We use Patterson's Eaglesoft system (training provided)</p> <p>This role routinely uses standard office equipment such as computers, phones, photocopiers, and fax machine. The clinic is equipped with an ultrasonic cleaner, handpiece maintenance unit, 1 Statim and 2 Autoclave Steam Sterilizers, 3 dental x-ray units, Planmeca Panoramic Unit, 3 digital Schick sensors (2 adult and 1 pedo), 1 intra oral camera and Cavitrons.</p> <p>We provide a caring and nurturing environment where all involved can thrive.</p> <p>Occasionally we will attend outreach events such as dental conferences, community events and this will require standing, bending, lifting, and carrying supplies to the event.</p>
Travel	On occasion, there may be an opportunity to support a local outreach event.
Education and Experience Required	<p>Associate 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 and amalgams.</p> <p>Experience assisting with extractions</p> <p>Experience in comprehensive restorative treatment which require impressions and other use of equipment (dentures, partials, flippers, crowns, and possibly simple endo)</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. Spanish mostly</p> <p>Proficiency in using Eaglesoft dental computer software.</p> <p>Experience using digital x-rays</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 _____