



## POSITION ANNOUNCEMENT EXPANDED DUTY DENTAL ASSISTANT

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DEPARTMENT: Dental  
STATUS: Full Time

SUPERVISOR: Dental Director  
DATE: July 2021

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### SUMMARY:

Under the supervision of the Dental Director, the Expanded Duty Dental Assistant renders dental care to patients. The Dental Assistant performs semi-technical dental and routine clerical work in a dental department located in a community health center. Work involves assisting the dentist during examinations and treatment, cleanings, sterilizing, and arranging instruments, and assisting dentist with x-rays.

### A. PRIMARY RESPONSIBILITIES:

1. Knowledge and understanding of Employee Handbook.
2. Carry out the meaning of the CSMD Mission and Vision statements.
3. Practice a culture of safety to reduce or prevent risk of injury, claims, loss or liability by utilizing the Risk Management and Infection Control Plan.
4. Perform responsibilities with a high-quality standard to yield improved compliance, quality, and patient outcome measures by adhering to the Quality Improvement Plan.
5. Be present and ready for work as scheduled.
6. Attend in-service trainings, departmental meetings and community events.
7. Work cohesively with team members.
8. Completes initial assessment of patient according to department Policy and Procedures and documents appropriately.
9. Takes and record pulse, blood pressure and temperature.
10. Notes individual patient's limitations and dental needs.
11. Reassesses patient according to departmental guidelines and documents appropriately.
12. Applies the dental process to each patient and implements limited dental actions
13. Sterilizes instruments.
14. Follows plan of care for each patient
15. Receive dentist orders, records and assures completion.
16. Assists dentist with exams and procedures.
17. Documents the care provided to patients, and their reaction to that care.
18. Recognizes emergency situations and responds appropriately.
19. Seats and prepares patients adjusts dental chair.
20. Arranges dental instruments and materials for each patient, assists dentist with instrumentation, medication and management of the patient during treatment procedures.
21. Assists dentist in the use of highly specialized dental equipment, such as the x-ray machine, aspirator, and amalgamator.
22. Mixes and prepares solutions and materials for fillings, washes and sterilizes instruments and clean work area following treatment.
23. Takes radiographs of patients as prescribed by dentist. File x-ray films and case reports.
24. Charts information dictated by the dentist on the chart such as lesions, missing teeth, etc.
25. Act as a communication link between dentist and receptionist.
26. Performs routine dental laboratory work.
27. Performs routine maintenance of dental equipment, i.e., oiling of hand pieces and contra-angles.

28. Orders dental and office supplies.
29. Provides patient, family, significant other teaching as opportunities arise or as need is identified.
30. Presents group instruction in oral health care utilizing models and audio visual aids.
31. Conducts oral hygiene instructions with patients and parents of juveniles.
32. Explains dental care procedures using correct terminology; supplements explanation with reasons why
  - a. School Age
  - b. Adolescent/Adult
  - c. Geriatrics
33. Utilizes appropriate resources to accommodate age, education, cultural and communication barriers.
34. Initiates referrals as needed per dentist and appropriate follow-up.
35. Other duties as assigned.

## **B. REQUIREMENTS:**

### **1. EDUCATION:**

The candidate is required to be a High School Graduate and a graduate of a state approved Dental Assistant School. Current license as a Certified Expanded Duty Dental Assistant in the State of Louisiana.

### **2. LICENSES, REGISTRATION AND/OR CERTIFICATIONS REQUIRED:**

Six months experience in a dentist's office or completion of a training course in dental assistance. CPR certification by the American Board for Dental Assisting preferred and/or striving to be certified.

### **3. JOB KNOWLEDGE:**

Knowledge of the types of dental instruments and their use; techniques of effective sterilization and x-ray. Skill in mechanical aptitude and manual dexterity. Ability to follow written instructions to learn technical knowledge and dental procedures, to work with people who are mentally ill or physically handicapped, to post and maintain accurate and correct records of treatments administered, appointments including x-rays. Must have a positive attitude towards working with low-income families.

## **C. SUPERVISES:**

None.

## **D. PHYSICAL REQUIREMENTS:**

1. Visual acuity - always
2. Hand – eye coordination - always
3. Lifting approximately 10-15 lbs., Pushing, Pulling - sometimes
4. Stooping, Bending, and Standing - sometimes
5. Walking- frequent; short distances

## **E. WORK ENVIRONMENT:**

1. Indoor, environmentally controlled
2. Exposure to disease or infections
3. No vibrations
4. Exposure to artificial and/or natural light
5. Exposure to outdoor weather elements

**APPLICATION PROCEDURE**

Please apply online via [www.caresouth.org](http://www.caresouth.org). CareSouth is an EOE.

**CLOSING:** Until filled.