

INTERIOR COMMUNITY HEALTH CENTER

1606 23rd Avenue
Fairbanks, Alaska 99701

Dental Assistant

Requisition #:	08-025-DA05	Location:	Fairbanks, Alaska
Date of Revision:	10/15/07	FLSA:	Non-Exempt
Department:	Dental	Status:	Regular or Temporary Full-time or Part-time

Overview:

Under the general direction and supervision of the Dental Program Manager, this person prepares patient for dental examination. Assists in providing patient care, within the appropriate scope of practice, to a diversified, multi-cultural group of patients

Minimum Qualifications:

Education

High school diploma or the equivalent.

Experience

Graduation from an accredited school in dental assisting preferred or one year experience as a dental assistant.

Essential Functions:

1. Performs initial clinical interview and processing of patients that include:
 - a. Takes description of chief complaint or reason for visit
 - b. Reviews patient medical history and make any appropriate changes
2. Assesses for and identifies abnormal patient condition and immediately reports them to the clinician.
3. Accurately and consistently understands and communicates dental terminology while relaying information to co-workers, patients and health records.
4. Demonstrates skill in computer operations and dental software.
5. Keeps accurate records of dental office inventory and orders supplies as necessary.
6. Performs operatory set-up and clean-up and dental instrument sterilization as outlined by infection control guidelines provided by OSHA.
7. Maintains dental equipment such as hand pieces, operatories and evacuation units, radiographic equipment and sterilization units according to manufacturer's guidelines.
8. Demonstrates the ability to deal courteously and effectively with patients displaying a calm and caring demeanor while remaining professional.
9. Ability to deal with stressful situations and high volumes work load while displaying a sound understanding of prioritization and organization.
10. Complies with dental office and corporation policy and procedures consistently in all aspects of employment.
11. Ability to organize and prioritize work load.
12. Other duties as assigned.

Knowledge, Skills and Abilities

Competent in dealing with racially and ethnically diverse populations.

Basic computer skills.

Excellent oral and written communication skills.

Ability to organize and prioritize tasks.

Ability to work under pressure.

Strong attention to detail and problem solving skills.

Ability to work independently and as a team member.

Position is based in the City of Fairbanks; however, position responsibilities may require travel both within the Fairbanks North Star Borough (FNSB) and Denali Borough. Use of personal vehicle is required for travel; therefore, a valid driver's license, proof of auto insurance and registration is required. Position may require working occasional evenings and weekends.

Supervision: This position has no supervisory responsibilities

Immediate Supervisor: Dental Program Manager; in his/her absence, Dentist

Physical Demands/Working Conditions:

General office/clinic conditions are pleasant; good, clean working conditions where accident and hazards are negligible; requires short periods of moderate lifting, pushing or pulling objects up to twenty pounds. Clear diction and acute hearing are necessary for effective communication with the staff and public.

OSHA Classification I: Normal work routine involves potential for mucous membrane or skin contact with blood and/or body fluids; use of appropriate protective measures is required.

Interior Community Health Center is a nonprofit corporation under IRS 501 c (3) and observes all EEO guidelines in hiring