**UPPER GREAT LAKES FAMILY HEALTH CENTER**

JOB DESCRIPTION

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| **Job Title:** | Dental Assistant/Registered | **FLSA**  **Status:** | Non-exempt |
| **Effective Date:** |  | **Supervised By:** | Dental Program Manager |
| **Revised Date:** |  | **Approved By:** | HR |

**BASIC FUNCTION**

The Dental Assistant provides direct and indirect patient care, assists providers with clerical work, and maintains the dental clinic.

**PRIMARY RESPONSIBILITIES AND DUTIES**

1. Supports UGL dental services and patient care.
   1. Provides dental care and outreach in non-traditional settings as well as in the clinic setting.
   2. Collects and documents patient intake data; maintains accurate and complete patient records.
   3. Initiates, suggests and follows-up on appropriate referrals.
   4. Maintains appropriate, safe, therapeutic clinic environment per policy.
   5. Identifies proper maintenance, special applications and troubleshooting of emergency/lifesaving equipment. Performs safe emergency techniques according to clinic policies/procedures.
   6. Assists with routine clinic support activities by providiing assistance to the dentist in daily care in patient treatment, such as passing instruments and materials.
   7. Prepares treatment rooms and patients for treatments, maintains dental instruments, equipment, and materials.
   8. Assists with front desk duties as needed.
2. Engages in virtual and on-site meetings and discussions as appropriate:
   1. Provides relevant feedback and input during discussions.
   2. Establishes action items based on discussions as necessary.
   3. Completes action item follow up as necessary.
   4. Demonstrates professionalism during discussions.

**GENERAL PROFESSIONAL DEVELOPMENT**

1. Organization: Displays basic organizational skills to self-prioritize and organize own work.
2. Problem Solving: Uses established alternatives and modifies approaches in response to situations encountered.
3. Analysis: Receives and interprets routine information.
4. Problem Resolution: Exercises tact and diplomacy in the resolution of mild conflicts or disagreements.
5. Communication: Provides or exchanges routine information in a professional manner.

**PROFESSIONAL/TECHNICAL KNOWLEDGE, SKILLS & ABILITIES**

1. Possesses a basic level of written and verbal communication skills, computational and computer skills and mathematical knowledge typically acquired through completion of a high school program.
2. Maintains current knowledge of standards of care and practices, typically acquired through continuing dental education.

**LICENSES & CERTIFICATIONS**

1. Certified from a recognized dental assistant program
2. CPR-BLS Certification
3. X-ray certification

**TECHNICAL SKILLS**

1. Prepares basic correspondence and simple reports using Microsoft Office Suite.
2. Demonstrates proficiency with all electronic clinical systems, including EHR and scheduling systems in use at the health center.

**COMMUNICATIONS SKILLS**

1. Communicates complex concepts in a clear effective manner for a general audience.
2. Possesses excellent cross-cultural communication skills.

**WoRKING CONDITIONS**:

1. Work is performed in a clinic environment.
2. This is a non-exempt position, working beyond 40 hours in a week may be assigned based on organizational needs.
3. Requires regular sitting, standing, walking, and lifting of up to 25 pounds.
4. Occasional travel between clinic locations.

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the work. UGLFHC reserves the right to revise or change job duties and responsibilities as the business need arises. Additionally, this job description is not intended as an employment contract, implied or otherwise, and UGLFHC continues to maintain its status as an at-will employer.

**I hereby acknowledge that I have read and understand the above-mentioned job duties, qualifications, policies, and procedures for this position. I also certify that I received a copy of this job description.**

Employee: Date: