

Community Volunteers in Medicine

Position Description

Dental Assistant

Position Title —Part time Dental Assistant 3 day per month **Reports to** — VP of Dental Services

FLSA Status: ___ Exempt ___ Non-exempt

Revision Date: June 1, 2020

Position Summary

- Support and assist the dentist at all outreach sites and maintain portable equipment as necessary to deliver quality dental services.
- **Major Responsibilities:**
 - 4 days per month 8:30am - 4:30 pm at St. Rocco's Mission, Avondale and 1 day per month at Community Volunteers in Medicine.
 - Hours are subject to change depending on the need of the site.
 - Clean, package and sterilize dental instruments after use.
 - Maintain proper inventory of supplies as indicated.
 - Maintain and clean dental equipment as necessary, i.e. statum sterilizer, hand pieces, compressor, etc.
 - Oversee organization of supplies and stock in drawers and cupboards of the dental suite.
 - Assure compliance with OSHA Standards for all dental staff.
 - Assure that proper documentation is made on all dental records.
 - Take digital radiographs as requested.
 - Keep accurate dental progress notes
 - Ability to use digital radiography
 - Maintain patient scheduling/ use of the computer program
 - Secure equipment as well as patient records at the close of the day
- **Qualifications:**
 - X-ray certification required
 - Minimum - 3 year experience required
 - Bilingual language competence preferred.
 - Must be willing to travel to off-site outreach locations
 - Computer skills