**Location**: Jackson Heights, Queens

**Position Title:**Dental Assistant

**Reports to:**Dental Director

**FSLA:**Non-Exempt

**Position Summary**

Assist dentist and/or dental hygienist in examination and treatment of patients. Perform a variety of chairside and clinical/ laboratory support functions. Prepare treatment operatory, position instruments and equipment. Monitor patient comfort. Assist in maintaining treatment records and maintaining operatory equipment and instruments. Responsible for the sterilization, preparation and inventory control of dental instruments and supplies. Function within a community health center model of care. Bilingual a must.

**Responsibilities and Duties**

* Prepares patient and patient room for dentist’s examination and treatment.
* Sterilizes, disinfects, and disposes of any operatory and instruments and/or materials adhering to OSHA guidelines for a safe work environment.
* Utilizes four-handed dentistry techniques to prepare and dispense materials chair-side and assist the dental provider(s).
* Takes and records vitals with medical and dental histories of patients.
* Exposes and develops and mounts dental diagnostic radiographs as delegated and directed by the Dentist in accordance with state regulation and law and department directive and protocol.
* Pours models and prepares cases to be sent to the dental lab(s).
* Assists dentist in management with all dental procedures, ie: emergencies, oral surgery, prosthetic and restorative procedures.
* Performs all functions in full compliance with the system’s and the department Exposure Control Plan including but not limited to the use of Personal Protective Equipment and Universal Precautions.
* Conducts and educates patients in dental health: oral health, hygiene, and treatment programs.
* Collaborates with patient care coordinator for scheduling and billing.
* Maintains and monitors dental equipment, inventory: ordering, distribution of stock, and storage
* Provides interpretation services between patient and provider(s) as necessary.
* Assists patients in need of help, i.e. handicap, pediatric, etc.
* Professionally assists patient care in line with the organizations mission and goals, while upholding HIPAA policies.
* Travels when necessary to meet operational needs.
* Provides back-up for co-workers when needed.

**Education & Training**

* High School Diploma or GED equivalent
* Completion of an accredited New York dental assisting program by the Commission on Dental Accreditation of the American Dental Association
* Minimum one (1) year of clinical work dental assisting
* Basic CPR (BLS) Certification

**Preferred Qualification & Training**

* Experience in hospital or community health center preferred
* Bilingual in English/Spanish and/or English/Chinese
* Medical/Dental Software: eClinicalWorks

**Knowledge, Skills & Abilities Required**

* Ability to read and comprehend simple instructions, short correspondence and memos.
* Ability to communicate dental procedures and terminology with dental team and patient.
* Engaged in learning and continuous quality improvement.
* Responsive and comfortable working in the fast-paced, high accountability environment.
* Upholds and is willing to work with and/or care for a person in line with the mission and goals of Apicha CHC which are sensitive to race, gender, sexual orientation, English competency, immigration status, religion or socio-economic status.

**Physical and Environmental Demands**

* Ability to stand, walk or sit for an extended period of time.
* Ability to hear within normal range.
* Ability to see within normal range.
* Finger and hand dexterity to manipulate objects.
* Noise level is moderate.
* Possible exposure to virus, disease, and infection from patients and specimens.

**Benefits**

Salary is commensurate with experience. We offer competitive salary and great benefits. Medical plan, dental insurance, short- and long-term disability insurance, Flexible Spending Account, TransitChek, a generous paid time off plan, and a 403 (b) retirement savings plan. Continuing education offered.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the America with Disabilities Act, “Typical Duties” are essential job functions.**