



521 4th Street Havre, Montana 59501 • Phone: 406-395-4305 • Fax: 406-395-5643 • www.bullhook.com

Bullhook Community Health Center (BCHC) is an equal opportunity employer. BCHC shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Dental Assistant

Department: Dental

Supervisor: Dental Manager

Salary: \$30,311 - \$43,216 DOE

Job Overview: Assist dentist(s) and dental hygienist(s), in the direct provision of primary care dental services, set up equipment, prepare patient for treatment, sterilization, preparation and inventory control of dental instruments and supplies, and utilization of electronic health record (EMR).

Essential Functions (Major Duties or Responsibilities): Assist patients in resolving minor difficulties, answering their questions and giving directions to patients as authorized by the dentist or dental hygienist. Serve as dentist's or dental hygienist's chair-side assistant. Prepare operatory for patient treatment; expose dental radiographs (digital radiographs); perform independent procedures as delegated and directed by the dentist; and, maintain Dental Department equipment in accordance with manufacturer's directions. Maintain all Dental Department areas in compliance with Dental Department directives and protocols as well as center policies and procedures relative to infection control, exposure control and safety issues. Maintain adequate operatory supplies and compiles a list of individual item shortages for inventory control and ordering purposes. Maintain a list of all Dental Department patients, monitors patient flow, and assists the Dental Director, dentist(s) and dental hygienist(s) in assuring that all patient records and documents are properly and accurately completed and filed. Receive and place necessary telephone calls consistent with professional matters, clinic business and patient care of the Dental Department. Assist with various clinical and administrative functions of the center as appropriate and time permits. Insure the sterility of all reusable dental instruments and equipment. Insure the proper disposal of all contaminated or potentially contaminated materials. Perform all functions in full compliance with the center's and the Dental Department Exposure Control Plan including but not limited to the use of Personal Protective Equipment and Universal Precautions. Participate in appropriate health promotion / disease prevention activities, both on-site and off-site as required. Perform other related tasks or duties as assigned.

Team Approach: Managing patient care is a team effort that involves clinical and nonclinical staff (i.e., physicians, nurse practitioners, physician assistant, nurses, medical assistants, schedulers, billers and front end staff) interacting with patients and working as a team to achieve stated objectives. Emphasis is on ongoing interactions of team members to discuss roles, responsibilities, communication and patient hand-off, working together to provide and enhance the care provided to patients. All staff are members of the team. Involvement of the patient/family/caregiver with care team members is critically important to patient-centeredness.

Minimum Qualifications (Education and Experience): High school diploma or equivalent. Required to complete DANB (Dental Assisting National Board) Dental Radiology Training and achieve Dental Radiology Certification within 6 months of employment.

Preferred Qualifications: Previous experience in primary health care center setting. Certified Dental Assistant recognition.

Knowledge, Skills and Abilities (KSA's): Requires a comprehensive knowledge of dental assisting techniques and procedures for all phases of general dentistry. Knowledge of modern dental materials, their



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storage, handling and applications is required. The Dental Assistant must be cognizant of the expectations and concerns of the center's dental patients and be able to respond in an empathetic and professional manner. The ability to work with persons from a wide diversity of social, ethnic and economic backgrounds is necessary. The Dental Assistant must be able to creatively work with other health care professionals from a variety of disciplines to achieve maximal results for the center's patient from a system of integrated primary health care.

Supervision: N/A

Physical and Environmental Demands: Work is performed in an office and clinic setting; stands, walks with intermittent sitting; reaches for and uses writing instruments and keyboard; reads reports and other written materials; extensive use of telephone and oral communication with the public and coworkers; stoops; bends; kneels; reaches for; picks up; and pushes or pulls; ability to lift up to 30 pounds.

Special Requirements: Performs duties in the deliverance of health services. Hazardous risks may include exposure to infected body fluids, sharp instruments and chemicals, requires adherence to universal safety precautions.

<p>The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.</p>
