

STAFF POSITION DESCRIPTION

Position Title:	DENTAL ASSISTANT	Exemption Status:	NON-EXEMPT
Job Classification:	400	Job Code:	797BE
Department:	PUENTE A LA SALUD		
Reports to:	DENTIST		
Last Update:	June 2006		

Job Summary:

Under the direction of the Dentist, the Dental Assistant/RDA performs basic supportive dental procedures/duties for Puente a La Salud Mobile Dental Clinic.

Essential Values-Based, Leadership and Management Competencies: *Demonstrates values-based competencies in line with the four core values that are the foundation of all activities performed by employees in order to achieve the Mission of the St. Joseph Health System.*

Dignity: *Demonstrates competence in communication and interpersonal relations.*

Excellence: *Demonstrates competence in continuous improvement, continuous learning, accountability, and teamwork.*

Service: *Demonstrates competence in customer/patient focus and adaptability.*

Justice: *Demonstrates competence in community orientation and stewardship.*

As defined on the attached Values-Based Competency Model Form.

Essential Functions:

1. Performs extra oral duties as ordered by the dentist.
2. Assists dentist during procedures.
3. Prepares dental records and schedules appointments.
4. Maintains a full understanding of dental clinic policies and procedures.
5. Orders/receives dental office supplies and stocks rooms.
6. Prepares instruments for sterilization and transports them to the Sterile Processing Department at St. Joseph Hospital.
7. RV/Mobile Driving Required
8. Valid Driving License

Other specific competencies that have been identified by the manager related to changes in departmental operations or that focus on current clinical practices and are listed on the Supplemental Competence Validation Summary.

Additional Responsibilities:

1. Under the direct supervision of the Dentist, the Registered Dental Assistant may perform all the clinical procedures within the scope of the RDA license.
2. Participates in community outreach programs.
3. Performs other duties as assigned.

Knowledge / Skills / Abilities:

- Interpersonal skills.
- Telephone skills.
- Ability to read, write and speak English/Spanish

Age-Related Competencies:

- Human development knowledge / skills:
Demonstrates the knowledge and skills necessary to provide clinical procedures appropriate to the age of the patients served, including knowledge of principles of growth and development for child (1-5 years), school age (6-12 years), adolescent (13-17 years), young adult (18-45 years), middle adult (46-60 years), older adult (60+ years).
- Age-specific patient needs that employee is required to understand and meet:
Demonstrates the ability to identify and communicate age appropriate data about the patient's status in order to identify age-specific needs and provide the care needed.
- Additional requirements:
Demonstrates age appropriate communication skills for the patient population served.

Information Management:

- Treats all information and data within the scope of the position with complete confidentiality and security.

Risk Management:

- Cooperates fully in all risk management activities and investigations.

Safety Requirements:

- Is knowledgeable of, observes and complies with hospital Codes of Safe Practice, safety policies and emergency procedures.

Minimum Position Qualifications:

- Education:
 - High school graduate or equivalent.
 - Certificate from established Dental Assistant Program
- Experience:

- Training:
- License / Certification:
 - Dental Assistant
 - Dental Assistant Certificate
 - Dental Board Coronol Polishing Certificate
 - BLS
 - RDA
 - Valid California State Registered Dental Assistant/Dental Coronol Polishing License
 - BLS

Preferred Position Qualifications:

- Registered Dental Assistant
- One year experience

Environmental Conditions:

- Exposure to blood borne pathogens and infectious diseases.

Physical Requirements:

Additional physical requirements are defined on the attached Physical Demand Analysis.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read and understand this position description.

_____	_____
<i>Employee's Signature</i>	<i>Date</i>

_____	_____
<i>Supervisor's Signature</i>	<i>Date</i>