

Health District

OF NORTHERN LARIMER COUNTY

JOB ANNOUNCEMENT

POSITION TITLE	Dental Assistant
DEPARTMENT	Family Dental Clinic - Clinical
HOURS	Regular Full-time 40 hours per week
STARTING SALARY	\$40,327 to \$42,161 per year DOQ
SALARY GRADE	Grade 6
FLSA CLASSIFICATION	Non-Exempt status
TO APPLY	<p>Send resume and cover letter to one of the following: Search Coordinator Health District of Northern Larimer County 120 Bristlecone Drive Fort Collins, CO 80524</p> <p>Fax: 970-221-7165 (Attn.: Search Coordinator)</p> <p>Email: searchcoordinator@healthdistrict.org</p> <p>Position will remain open and applications accepted until filled.</p>
REPORTS TO	Dental Assistant Supervisor

POSITION OVERVIEW

The Dental Assistant works as a team member to provide dental services in a busy public health dental clinic. The Family Dental Clinic provides care to Medicaid and low-income populations of northern Larimer County who are unable to afford the full cost of care.

Assists in the general activities of the dental clinic including chair-side assisting, sterilization procedures, lab procedures as needed, front desk cross training, and hygiene assisting as patient and clinic workloads permit.

ESSENTIAL FUNCTIONS AND DUTIES

Primary Responsibilities

- Provides quality and efficient chair-side assisting as assigned and is available, as needed, to all dentists in all operative and surgical procedures.
- Takes digital X-rays for patients, as needed.
- Seats and dismisses clients in a professional, client-friendly manner.
- Sterilizes all instruments.
- Maintains an orderly clinical setting.
- Assists in performing laboratory procedures, as needed.
- Prepares operatories for the patients as the different procedures demand.
- Cross-trains at the front desk, as needed.

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- Performs rubber cup polishing, if schedule permits.
- Becomes proficient giving oral hygiene instruction to patients, as needed.
- Assists dental hygienist, if needed.
- Provides equipment maintenance.
- Provides quality customer service.
- Maintains equipment and orders supplies.
- Enters information into the clinic's practice management software (i.e., Dentrix).
- Works as a positive and productive team member, participating in group meetings, trainings, retreats and special events, as required.
- Assists in patient scheduling.
- Assists in charting.
- Assists in performing next day call-backs.
- As scheduled by the Dental Assistant Supervisor, fulfills surgical assistant role for dentists as part of the Health District's General Anesthesia Program (GAP).
- As scheduled by the Dental Assistant Supervisor, accompanies and assists Health District providers at oral health screenings at schools, non-profit and other community agency events.
- Obtains continuing education, as required.
- Assists student dentists, as time allows.
- Provides Spanish translation (if bilingual) assistance to dentists, hygienists and eligibility resource specialists.
- Complies with OSHA standards.
- Complies with infection control procedures in the dental clinic.
- Knows how to use Safety Data Sheet (SDS) procedures and performs SDS duties, as needed.
- Performs other clinical duties as assigned by the supervising Dentist and related administrative duties as assigned by the Dental Assistant Supervisor.

Other

- Develops and maintains positive, professional, and productive relationships with consumers the public, other agencies, co-workers and supervisors.

QUALIFICATIONS

Required

Education or Formal Training

- High School Degree or GED
- Completion of a recognized dental assistant training program.

Certificate/License

- Willingness to obtain and/or maintain current CPR certification.
- Radiology Certificate
- Willingness to meet requirements for a surgical assistant role with the Health District General Anesthesia Program (GAP).

Experience, Skills, and Abilities

- A minimum of one year of experience as a dental assistant.
- Ability to provide outstanding dental assisting and customer service.
- Ability to work with diverse, low-income client populations.
- Ability to work with, and be sensitive to the needs of, patients with physical or mental disabilities.
- Ability to maintain positive, professional, productive working relationships.
- Ability to work both cooperatively and independently.

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- Ability to effectively work as a team member.
- Ability to communicate well verbally and in writing, and to keep accurate and complete records.
- Regular, reliable, and on-time attendance is an essential function of this position
- Ability to use Dentrix or similar software for chair side inputting of dental patient information.

Special Consideration Will Be Given For:

- Written and oral fluency in English and Spanish language.
- Introductory/intermediate computer skills and experience with computerized dental practice management system (i.e., Dentrix).
- EFDA Certificate

Physical Demands and Working Conditions

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Employee is frequently required to stand or sit for long periods, walk, use fine motor skills, reach with hands and arms, feel, talk and hear.
 - The ability to listen and understand information and ideas presented through spoken words and communicate information and ideas verbally so others will understand.
 - Must have above average fine motor skills and dexterity while handling and gripping instruments.
 - Be able to keep the hand and arm steady while moving or while in one position.
 - Ability to drive and work at off-site locations in a clinical setting.
 - Must be able to stand, walk, reach with arms and hands, and to stoop, kneel, or crouch.
 - Ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
 - Eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier and other office equipment.
 - Ability to move from place to place on the job.

Employee is occasionally exposed to blood or other body fluids, fumes or airborne particles and toxic or caustic chemicals.

Infection Control Requirements

- Must comply with infection control policies for this position. Requirements include providing documentation of MMR, Varicella, Tdap and Hep B immunizations and compliance with tuberculosis training, screening and testing on hire.

Other Requirements

- Requires Reliable Transportation; Valid driver's license and auto insurance if reliable transportation is by personal automobile.

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

General Benefits Description - The Health District provides paid time off, medical and dental insurance, life and disability insurance, 401(a) employer match, and a robust employee wellness and recognition program. Vision insurance and an additional pre-tax retirement plan is offered. A complete list of benefits can be found on the Health District website.

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Equal Opportunity Employer - The Health District is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state or local laws.