

SOUTH TEXAS RURAL HEALTH SERVICES, INC.
JOB DESCRIPTION

JOB TITLE: Dental Assistant: Non-certified/non-registered
SALARY:
FLSA Status: Non-Exempt
JOB CONTROL: Responsible to the Administrator of Clinics and the Dentist
JOB SUMMARY: To assist the Dentist in the four chair side method, prepare operator, maintain sterilization, update OSHA manual, inventory supplies, follow laboratory procedures.
Will assist the Dental Clerk and carry on the clerical duties in her absence.

DUTIES AND RESPONSIBILITIES

I. IMMEASURABLE OBJECTIVES

A. PATIENTS

1. Establish good doctor-patient rapport
2. Aid in the initial screening, HX and Consent Form
3. Orientates patients on the Dentist's Instructions, after the patient is seen
4. Advise the patients on side effects and or reactions according to the procedure done

II. MEASURABLE OBJECTIVES

A. ROOM PREPARATION

1. Prepare proper instrumentation for each operatory procedure
2. Clean/wipe down operatory after each patient
3. Mount radiographs
4. Develop radiographs

B. INFECTION CONTROL

1. Sterilize instruments according to procedure
2. Dispose of waste according to procedure
3. Obtain MSDS Forms every time a new product is purchased
4. Label all chemicals according to MSDS Standards
5. Maintain List of all Chemicals and update every time a new product is purchased
6. Oversee the entire Occupational and Exposure Program of the dental, maintenance, and medical department
7. Maintain the OSHA Manual up to date

C. LABORATORY

1. Pour impressions the same day the patient is seen
2. Prepare models the same day the patient is seen
3. Ship models in the afternoon the same day the patient is seen

EDUCATION AND EXPERIENCE

01. High School Diploma or GED Equivalency
02. Clerical Experience (55 WPM)
03. At least one year of Dental Assisting Experience
04. Preferred Bilingual (English/Spanish)
05. Experience in similar setting

OTHER

Any other duties deemed necessary by the Immediate Supervisor or Chief Executive Officer.

Must be able to travel and have reliable transportation. Must have a valid TX Driver License and Current Auto Insurance.

Employee Signature: _____ Date: _____