



Position: Certified Dental Assistant

Location: Children's Volunteer Health Network Dental Clinic
78 Lynn Drive
Santa Rosa Beach, Florida 32459

Reports to: Dental Clinic Dentist

Hours: Full time, hours to be determined

Position Summary: Under immediate supervision, assists dentist during examinations and treatment of pediatric patients; prepares working areas, instruments, and materials for use in dentistry.

Position Responsibilities:

1. Assists with procedures performed by dentist
2. Prepares work areas and instruments for dentist; keeps work area neat and orderly; cleans, oils and sets up equipment; dusts and disinfects surfaces; sterilizes instruments; sets up instrument trays
3. Reviews and records inventory 2 times a year
4. Ensures materials have not surpassed expiration dates for use
5. Orders needed supplies with approval of Dentist
6. Takes prescribed x-rays
7. Records and charts needed and completed treatment as instructed by dentist
8. Along with front desk staff, responsible for paperwork and record keeping that includes maintaining spreadsheets containing necessary statistics for grant reporting
9. Answers phones, makes patient calls and helps front desk when not with patients
10. Adheres to regulations for disposal of biohazard waste and sharps
11. Involvement conducting community outreach to inform like-minded organizations and individuals of services provided
12. Attends promotional and fundraiser events

Knowledge, Skills, Abilities, and Personal Characteristics:

1. Knowledge of dental procedures and dental terminology especially as it relates to pediatric dentistry
2. Ability to operate various forms of dental equipment
3. A talent for building rapport with young children who may be scared or anxious
4. Ability to maintain infection control protocol to prevent the transfer of infections from patient to staff and patient to patient
5. Ability to think and work independently as well as help the team when needed
6. Familiarity with Dentrix Dental Software and Dexis digital x-ray software
7. Ability to search and ask for discounted or donated supplies

Qualifications:

1. Certified Dental assistant
2. Certified in radiology in Florida
3. Certified in expanded duties in Florida
4. 6 months to 1 year in office experience
5. Ability to work well with Dentist and staff
6. Ability to assure confidentiality in handling all duties
7. Current CPR certification

Requirements: Employment Security Check; Drug Testing, Tobacco-free workplace