



Job Announcement

Job Title: Dental Assistant
#DA-8008-252

Department: Health Services

Location: Mobile Dental Clinic

Reports To: School & Health Services
Manager

FLSA: Non-Exempt

FTE: 0.8

Summary

This position assists the dentist with patient exams and a variety of dental procedures which include preparing and maintaining instruments, equipment, and materials for all dental procedures, while ensuring patients are relaxed and comfortable as possible.

Duties and Responsibilities

- Greets and prepares patients for exams by identifying patient's complain, and taking vitals and patient's medical history.
- Provides chair side assistance to dental providers with exams and procedures including, but not limited to, prophylaxis, root canals, restorative, crowns and bridges.
- Sterilizes used-equipment, prepares, and stocks operatories at the start and throughout each day, following OSHA and WISHA guidelines, and ICHS policies and procedures.
- Prepare, sterilize and clean laboratory and healthcare equipment and instruments. Report defective equipment and/or devices to supervisor or appropriate personnel. Check sterile supplies to ensure that they are not outdated. Operate and maintain autoclaves, keeping record and maintenance procedures performed.
- Protect patients and employees by adhering to the organization's infection prevention and control policy and procedures.
- Ensures operations of laboratory and healthcare equipment and instruments by completing preventive maintenance requirements, following manufacturer's instructions, troubleshooting malfunctions, and informing supervisor or authorized personnel of repairs.
- Sets up instruments for dentist's use.
- Takes and develops dental radiographs (X-rays).
- Takes impressions of patients' teeth for study models, dentures and orthodontics.
- Helps patients feel calm and comfortable before, during, and after dental treatment.
- Provides oral hygiene instructions, preventive dentistry, and care following dental treatment procedures.
- Conducts work in compliance with federal and state regulations and clinic policies and procedures.
- Documents treatment information in patient record.
- Assists with referral process.
- Facilitates communication between front office and providers to ensure timely and orderly patient flow.
- Maintains dental supply inventory.

International Community Health Services is an Equal Opportunity Employer.



Job Requirements

1. Education – High school graduate or equivalent. Completion of a Dental Assistant program preferred.
2. Experience – 6 months of Dental Assistant experience preferred. Dental Assistant experience with patients with special health care needs.
3. Other Requirements – Dental Assistant Registration from Washington State Department of Health required

The above description reflects the general details considered necessary to describe the principal functions of the job. It shall not be construed as a detailed description of all the work requirements that may be inherent in the job, and it may be revised at any time.

Application Procedure

Application packets are available at all ICHS locations or online at www.ichs.com. Send application and resumes to: ICHS, Attn: Human Resources, P O Box 3007, Seattle, WA 98114-3007 or Fax: 206-490-4011. Email: Employment@ichs.com