

# Klamath Health Partnership

## Job Description and Responsibilities



### Position: Dental Assistant

**Salary Range:** \$  
**Status:** Non-Exempt  
**Reports to:** Lead Hygienist  
**Location:** Klamath Open Door

The Dental Assistant is responsible for a variety of technical duties while assisting the dentist in the examination and treatment of patients. Working chair-side, the Dental Assistant hands instruments and materials to the dentist and dries the patient's mouth with suction equipment during treatments. The Dental Assistant performs related duties involved in the care and maintenance of dental instruments, equipment, and supplies. The Dental Assistant may also mix filling compounds, take impressions of teeth, and provide patients with postoperative instructions.

#### Key Responsibilities

- Assist dentist in providing care for patients, treating them with dignity and respect.
- Take vital signs and review patient health history, updating, as necessary.
- Provide initial evaluation of emergency patients and fill out med consults.
- Always ensure safety of patients.
- Lay out necessary instruments for procedures.
- Assist dentist or dental hygienist in transfer of instruments, utilizing approved dental assisting practices.
- Assist in preparation and delivery of dental materials.
- Take dictation from dentist.
- Fill out various chart forms and treatment plans; review forms and treatment plans with patients as needed.
- Keep current on infection control procedures and disinfect thoroughly before each patient arrives.
- Keep hand pieces properly maintained.
- Ensure the vacuum lines, unit, chair, light, instruments, and tray set-ups are always thoroughly disinfected and properly sterilized.
- Expose and process x-rays and duplicate when necessary. Ensure that all x-rays are suitable for duplication.
- Perform other duties as assigned.

#### Desired Skills:

- Dental Radiology and CPR/First Aid certification.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Possess the tact necessary to deal effectively with patients, dentists, and employees.
- Possess knowledge of modern office equipment, systems, and procedures.
- Bi-lingual: Spanish-speaking preferred

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### **Accommodations:**

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. While performing the duties of this job, the employee is regularly required to walk, talk, bend, lift, carry, write, and hear. The employee frequently is required to stand, walk, sit, and use hands to finger, handle or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.