

## Position Description

### Lead Dental Assistant

**Department: Dental**

**Reports to: Dental Services Manager**

**Status: Permanent**

#### Summary

The Lead Dental Assistant, under the general direction and supervision of the Dental Service Manager, will provide oversight to the daily operations of the Dental Assistants.

As a leader in this organization, all comments, attitudes, actions, and behaviors have a direct effect on the Clinic and perception of quality service. Interaction with patients, providers, co-workers, supervisors, etc. must be in a manner that is friendly, supportive, courteous, respectful, cooperative, and professional. This behavior should promote an atmosphere of teamwork that is congruent with KHP's standards and guidelines to promote positive relations.

#### Essential Duties & Responsibilities

##### Supervision

- Oversight of Dental Assistant duties
- Training of new Dental Assistants in conjunction with Dental Services Manager
- Maintain a Training Manual up to date
- With support from the Dental Services Manager, the Lead Dental Assistant will be responsible to complete bi-annual and annual performance reviews of Dental Assistants
- Ensure awareness of, and compliance with, all Quality Assurance metrics of KODFP as relevant and applicable to Dental Assistants.
- Participate in monthly Clinical Team meetings
- Responsible for reviewing procedures *as assigned or as needed* by Dental Services Manager to help maintain safe and clean patient care environment
- Work alongside Dental Service Manager and Dental Director to develop and implement any new and/or ongoing team trainings

##### Schedule

- Monitor that staff are adhering to their work schedule
- The Dental Services Manager has the responsibility of creating the schedule, but the Lead Dental Assistant will have the responsibility of ensuring that there is proper coverage to that schedule.

##### Maintenance/Inventory

- The lead assistant is to oversee our maintenance schedule for the X-Ray processor, autoclave, compressor, and other equipment directly related to patient care on a weekly basis (or as appropriate to the item)
- Oversee inventory and supply ordering.

- Compiles the list of items needed, and coordinates with Purchasing Specialist once a week to order supplies. Promptly ensures supplies are received and stored appropriately. This duty may be delegated with approval from the Dental Services Manager.
- The Lead Dental Assistant will be the point person for OSHA/HIPAA inspections as well as the Dental representative at our regularly scheduled safety meetings
- Point person for implementation of and compliance with all Infection Control policies and procedures in the Dental Department
- Point person for the Assistants' function in the Dental Team Emergency Plan
- Monitors and maintains Amalgam Separator as required by regulations and maintains a current and accurate Amalgam Separator Log.
- Performs specific tasks and duties as may from time to time be assigned by the Dental Services Manager.

Desired Skills

- Graduated from an accredited school of dental assisting
- Radiology certificate
- At least 3 years of experience as Dental Assistant. Expanded function dental assistant preferred.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Possess the verbal skill sets necessary to deal effectively with patients, providers, and employees, and embrace continuous practice and improvement of these skills.
- Possess the knowledge of modern office equipment, systems, and procedures required to fulfil this position.
- Must have excellent teamwork skills, and possess the ability to communicate both verbally and in writing
- Current CPR Provider (BLS) Certificate

I have read and understand the abovementioned duties and responsibilities. I fully accept these duties and certify I possess the required skills and minimum requirements for this position. The duties, responsibilities, accountability, and minimum requirements have been reviewed with me and I have received a copy.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dental Services Manger Signature

\_\_\_\_\_  
Date