



**Community Health Alliance of Pasadena (ChapCare)
Job Description**

| | | | |
|----------------------|--|-----------------|-----------------|
| Title: | Dental Assistant/ Registered Dental Assistant | | |
| Department: | Dental Department | | |
| Reports To: | Dental Director | | |
| Directs: | None | | |
| EEOC: | Service Worker | | |
| FLSA Status: | Nonexempt | | |
| Salary Range: | \$24,000 | \$29,000 | \$34,000 |

Community Health Alliance of Pasadena (ChapCare) strives to pay its workforce at the mid-level or 50% of the salary range. For new hires, we offer pay at less than the 50% mark to allow for growth. ChapCare offers a generous employee benefit package.

Job Dimensions

Clinical Skills:

- Works closely with dentists in providing chair-side care in the dental clinic
- Coordinates patient flow and clinic operations

ChapCare's Expectations of all Employees

- Adheres to all ChapCare's Policies and Procedures
- Conducts self in a manner that represents ChapCare's core values at all times
- Maintains a positive and respectful attitude with all work-related contacts
- Communicates regularly with her/his immediate supervisor about Departmental and ChapCare concerns
- Consistently reports to work prepared to perform the duties of the position
- Meets productivity standards and performs duties as workload necessitates
- To train on ChapCare's electronic dental records (Dentrix) and imaging system (Dexis). May need to train on some elements of the medical electronic health records (EPIC/OCHIN).
- Attend monthly departmental staff meetings and other meetings, as requested by Dental Director

Position Accountabilities and Performance Standards:

- Provides chair-side support for dental clinic
- Assists dentist during patient procedures
- Ensures that appropriate equipment and supplies are prepared
- Oversees and coordinates patient flow throughout the clinic visit
- Demonstrates proficiency and participates in continuing education programs specific to providing care for all ages, as required
- Provides triaging of patients and telephone advice, as needed
- Takes radiographic films and study model impressions
- Demonstrates knowledge in procedures for taking digital films/images and impressions

- Keeps equipment in working order
- Sterilizes and arranges all dental instruments for tray set-ups and mobile cabinets
- Ensures that appropriate equipment and supplies are prepared
- Disinfects equipment according to established infection control and safety procedures
- Participates in educational programs, in-service meetings and outreach
- Cooperates with other personnel to achieve department objectives and maintain good employee relations
- Demonstrates attitude of cooperation and professionalism
- Maintains harmonious relationship with unit/co-worker, providing support and assistance to co-workers to ensure quality patient care
- Seeks appropriate input from manager on interpersonal relationships that affect unit harmony and patient care
- Follows established ChapCare policies and procedures, objectives, performance improvement, attendance, safety and environmental and infection control guidelines
- Practices confidentiality

Duties to be Performed

- Seat and dismiss patients
- Prepare and set-up dental procedure trays
- Perform chair-side assistance
- Clean and disinfect operatories after patient treatment
- Maintain inventory, clinic supplies and sterilization
- Ensure that Quality Assurance protocols are maintained in the clinics
- Perform coronal polishing, as instructed by dentist (for RDAs only)

Education Requirement:

- High School diploma
- Certified as a Dental Assistant from an organized education program
- CPR Certified
- Dental Radiation and Safety Compliance Certificate
- Basic computer skills
- Coronal Polish certificate (for RDAs only)

Acknowledgement of Receipt

I have reviewed this job description and understand that my supervisor can answer any questions I may have about what is expected of me in this position.

Employee Name

Employee Signature

Date

| |
|----------------|
| Employee Name: |
|----------------|

| | | |
|-------------------|------------------------|--------------------------|
| Job Title: DA/RDA | Hrs. Worked Per Day: 8 | Hrs. Worked Per Week: 40 |
|-------------------|------------------------|--------------------------|

| Activity (Hours per day) | Never 0 Hours | Occasionally Up to 3 Hours | Frequently 3-6 Hours | Constantly 6-8+ Hours |
|---------------------------------|------------------|-------------------------------|-------------------------|--------------------------|
| Sitting | | | X | |
| Walking | | | X | |
| Standing | | X | | |
| Bending (neck) | | X | | |
| Bending (waist) | | X | | |
| Squatting | | X | | |
| Climbing (Stairs) | | X | | |
| Kneeling | | X | | |
| Crawling | X | | | |
| Twisting (neck) | | X | | |
| Twisting (waist) | | X | | |
| Hand Use: Dominant hand R L | | | X | |
| Is repetitive use of hand | | | X | |
| Simple Grasping (right hand) | | X | | |
| Simple Grasping (left hand) | | X | | |
| Power Grasping (right hand) | | X | | |
| Power Grasping (left hand) | | X | | |
| Fine Manipulation (right hand) | | X | | |
| Fine Manipulation (left hand) | | X | | |
| Pushing & Pulling (right hand) | | X | | |
| Pushing & Pulling (left hand) | | X | | |
| Reaching (above shoulder level) | | X | | |
| Reaching (below shoulder level) | | X | | |
| Keyboarding with both hands | | X | | |

| Weight | LIFTING | | | | | CARRYING | | | | |
|---------------|---------------------|------------------------------|------------------------|--------------------|--------|---------------------|------------------------------|------------------------|--------------------|----------|
| | Never 0 Hours | Occasionally Up to 3 Hrs. | Frequently 3-6 Hrs. | Constantly 6-8+ | Height | Never 0 Hours | Occasionally Up to 3 Hrs. | Frequently 3-6 Hrs. | Constantly 6-8+ | Distance |
| 0-10 lbs | | | | X | 40" | | | X | | 25 ft_ |
| 11-25 lbs | | X | | | 40" | | X | | | 25 ft |
| 26-50 lbs | | X | | | _____ | | X | | | _____ |
| 51-75 lbs | X | | | | _____ | X | | | | _____ |
| 78-100 lbs | X | | | | _____ | X | | | | _____ |
| 100+ lbs | X | | | | _____ | X | | | | _____ |

Describe the heaviest item required to carry and the distance to be carried:

A box of dental supplies that can includes gloves, disinfectant, etc. for approximately 50 feet. Employees have access to utility carts to carry/transport items.

Other job requirements specific to the Job :

1. Working with Bio-hazards such as blood borne pathogens, sewage? NO _____ YES X
2. Exposure to radiation? NO _____ YES X
3. Other : Exposure to sharps/sharps injuries; exposure to hazardous chemicals

Acknowledgement of Receipt

I have reviewed the job description and the physical requirements of the position. By signing below I am affirming that I understand what the expectations of the position are and that I am able to perform all services with or without reasonable accommodations.

Employee signature: _____ Date _____