

# Klamath Health Partnership

## Job Description and Responsibilities



### **Position: Dental Assistant**

**Salary Range:** \$  
**Status:** Non-Exempt  
**Reports to:** Dental Director  
**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.
- Ensure safety of patients at all times.
- 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 thoroughly disinfected and properly sterilized at all times.
- 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.

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### Employee Position Description Acknowledgment

I have received a position description or summary of the duties I am to perform. I understand what my duties entail and affirm that I possess the requisite knowledge, skills, abilities, experience, and education to perform the duties described. I can perform them with or without reasonable accommodation. I understand that jobs and duties are subject to change from time to time, as Klamath Health Partnership, Inc., its Board of Directors, Executive Director, or my immediate supervisor deem necessary. Thus, I may be required to perform duties other than those listed and my job may change over time.

I understand that I am expected to report to work as scheduled, on time, prepared to start work, and will remain at work for my entire work schedule. I am responsible to avoid late arrival, early departure, or other disruptive absences from scheduled hours as far as practicable. My schedule will be prearranged by my departmental supervisor based upon the operational needs of Klamath Health Partnership, Inc., and in keeping with its core mission. I realize that staffing needs and operational demands may necessitate variations in starting and ending times, leave requests, as well as variations in the total hours that may be scheduled each day and week. I will seek guidance from my supervisor or the Human Resources Director for clarification of all scheduling questions, requests, and guidelines.

I understand that this position description is not a pledge of continued employment in this or any other job for any specific period of time or under any specific circumstances or conditions. This position description does not change the terms and conditions of the at-will employment relationship explained in the corporate policy handbook.

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Employee Signature

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Date

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Human Resources Director

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Date