

Eastport Health Care, INC.
PO Box H / 30 Boynton St.
Eastport, ME. 04631
(207) 853-6001

JOB DESCRIPTION

Title: Dental Assistant

Position Category: Hourly/Non exempt

Position Supervisor: Dental Manager

Position Description: A Dental Assistant may perform the following intra-oral procedures only under the direct supervision of the dentist.

Perform certain delegable duties pursuant to Board Rule Chapter 3 under the supervision of a dentist and are responsible for a wide range of tasks in the dental office, ranging from patient care to administrative duties to laboratory functions, clerical, and technological duties.

All EHC employees are expected to engage and be active participants in quality improvement projects and efforts, risk identification and reporting, attend trainings and meetings as requested and contribute to overall team spirit and cooperation. Employee contributions in this regard are valued and necessary for the organization's successful care of our patients/clients.

Duties/Responsibilities: Consist of, but not limited to:

1. Opening office every morning-start compressor, fill enzyme bath, turn on operatory equipment,
2. Fill water bottles, turn on autoclave, start computers/scanner.
3. Seat patients, check crossover of information on computer, review health histories, check for any chief complaint; take BP-pulse, alert dentist when patients are ready.
4. Fill schedule if cancellations or broken appointments arise.
5. Alert desk staff if dentist needs lab/chart time.
6. Be present in room whenever dentist is in room.
7. Suction per need, pass instruments, further explain procedures when asked, dismiss patient.
8. Sterilize and disinfect room after each procedure.
9. Organizing and laying out dental instruments for various procedures.
10. Sterilize dental instruments.
11. Stock room each evening.
12. Keep lab cleaned, have lab cases in labeled boxes, make sure delivered lab work is in schedule
13. Dispose of hazardous waste properly.
14. Closing office: At end of day; shut off pumps (compressor), drain and clean enzyme ultrasonic, shut off auto clave, clean lab counters, close all operatory; shut off/lock all computers, scanner, and windows.
15. Wear uniforms to work. Lab coats are in office for procedures that warrant them.
16. Keep hair groomed properly above shoulder. Must wear gloves, face mask, eyewear, and protective clothing.
17. Assist dental hygienist with schedule, cleanup, and setup when time warrants.

18. Give oral health instructions.
19. Take intra-oral photographs.
20. Retract lips, cheek, tongue and other tissue parts.
21. Irrigate and aspirate the oral cavity.
22. Expose dental radiographs, but only if licensed as a Dental Radiographer pursuant to Title 32 M.R.S.A. §1100-1 through §1100-R.
23. For instruction purposes, a dental assistant may demonstrate to a patient how the patient should place and remove removable prostheses, appliances or retainers.
24. For the purpose of eliminating pain or discomfort, remove loose, broken or irritating orthodontic appliances.
25. Take and pour impressions for casts.
26. Change/replace dry socket packets after diagnosed and treatment planned by a dentist.
27. Pour and trim dental models.

Under direct supervision of dentist, dental assistant may:

1. Apply liquids, pastes and gel topical anesthetics.
2. Place and remove rubber dams.
3. Replacement of temporary crowns with temporary cement.
4. Place and remove matrix bands.
5. Place, hold or remove celluloid and other plastic strips prior to or subsequent to the placement of a filling by the dentist.
6. Place and remove wedges.
7. Apply cavity varnish.
8. Deliver, but not condense or pack, amalgam or composite restoration material.
Remove gingival retraction cord.
9. Select and try in stainless steel or other preformed crowns for insertion by the dentist.
10. Take impressions for single-arch athletic mouth guards and for custom fluoride trays.
11. Irrigate and dry root canals.
12. Isolate the operative field.
13. Fabricate temporary crowns and bridges, limiting hand-piece rotary instrumentation used in the fabrication only for extra oral use, so long as the dentist checks the occlusion and fit prior to releasing the patient.

Minimum Entrance Requirements:

1. Be at least 18 years of age
2. Have a high school diploma or its equivalent
3. Obtain a CPR certification
4. Willing to work one evening a week
5. Ability to maintain harmonious relationships with staff, patients and professionals.
6. Ability to meet the physical, mental and visual standards of the job.

ESSENTIAL FUNCTIONS:

COMPREHENSION: Understands and applies non-routine verbal and/or written instructions

ORGANIZATION: Organize and prioritize individual work schedule to manage multiple tasks and/or projects

DECISION MAKING: Makes decisions that have an impact on the immediate work unit's operations and/or services.

COMMUNICATION: Communicates and explains a variety of information, verbally, in writing, electronically

PHYSICAL REQUIREMENTS:

- A. Lift/Carry 10-40 lbs.
- B. Walking/Standing/Bending/Kneeling/Squatting-independently mobile or with assistive devices
- C. Visual Acuity: able to read with or without corrective lens and /or use braille
- D. Ability to use interfaced communication devices (Electronic Medical Record, telephone, internet, etc.)

Signature

Date

Supervisor

Date