

Water Street Health Services Job Description PT Dental Assistant

Summary: To assist the Director of Dental Services in providing services to the patients of WSHS Dental services.

FLSA: Part-Time, Hourly, Non-Exempt

The Dental Assistant must be:

1. Willing to sign the Water Street Mission Statement of Faith
2. A current and active member and/or regular attendee of a local church.
3. Able to fully support the Water Street Mission core values and philosophy of ministry.

Essential Duties:

- Assist the dentists in providing treatment/services to the patients within the scope of the guidelines set by the clinic, the dentist and your ability, knowledge and experience; including but not limited to chair-side assisting, taking and processing radiographs, patient education and documentation (EHR) as needed.
- Assist the Director of Dental Services with the day-to-day operations of the clinic; including but not limited to: infection control procedures, sterilization of instruments, confirmation of patient education and documentation in the EHR as needed
- Provide routine maintenance of dental equipment such as ScanX machine, STATIM, autoclave, traps, cleaning of Ops and laundry
- Provide spiritual care to patients
- Perform other tasks as may be assigned by the director or required to assure the smooth functioning of the dental clinic.

Experience & Education: Graduate of a Dental Assistant Program with current active license in radiology preferred. Experienced dental assistant currently practicing in a dental office with active radiology license preferred. Water Street Health Services will train an interested candidate with a high school diploma or GED who is willing to learn and be trained and certified in radiology. Bilingual strongly preferred.

Equipment: X-ray machine, high and low speed suction, ultrasonic, autoclave, STATIM, ScanX machine, cavijet, endodontic equipment and Dentrix

Supervised by: WSHS Director of Dental Services

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the essential functions of this job the employee is regularly required to stand, walk, or sit and use hands to finger, handle, or feel, and is occasionally required to lift and/or move up to 35 pounds. May require occasional weekend or evening availability.

Christian Life: As an employee of Water Street Mission you are an important member of a Christian Missionary organization. All staff members are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, or counseling sessions. Because of the nature of these types of ministries it is an absolute necessity that you possess and maintain a testimony and lifestyle that is above reproach. What you do on your own time may seriously affect your ability to perform these types of ministries which are an important part of your job.

Updated 2-20-17; tn, gk