

**ST. DAVID'S FOUNDATION
JOB DESCRIPTION**

JOB TITLE: **Rotational Dental Assistant**

REPORTS TO: Clinical Director

JOB PURPOSE

The Rotational Dental Assistant is responsible for assisting the Clinical team in providing dental care to the patients of the St. David's Dental Program. The performance of the Rotational Dental Assistant is evaluated by the Clinical Director with input from the Hygienists and Dentists.

DENTAL PROGRAM

The primary focus of the St. David's Dental Program is dental services for indigent children at Title 1 elementary schools in Central Texas, who may not receive any dental care except on the St. David's dental vans. The St. David's Dental Program provides dental services at Title 1 schools eight hours per day, five days per week during the school year, so that the Dental Program can reach as many children as possible. Each dental van is staffed by professionals who operate full-time as a team, in order to maximize the number of children served and achieve optimal operational efficiencies. Because the delivery model is key to reaching as many children as possible, St. David's Clinical staff must work five days per week and 40 hours per week.

RESPONSIBILITIES

Unique Duties of This Position

1. Report to the team where a Dental Assistant team member is absent and be prepared to perform assigned dental assisting duties by the Lead Dentist of that team. Report to the team where an additional Dental Assistant can be used to assist any sealant-certified Dental Assistant to provide sealants for Dental Program patients.
2. Report to the screening team where a screening team member is absent.

Clinical

1. Perform a variety of Dental Assistant procedures and related administrative functions on the dental vans, including the rotation of chairside assisting and site assisting.
2. Greet and comfort patients, prepare patients for treatment, and ensure a positive dental experience for the patients.
3. Take and record medical and dental histories and vital signs of patients.
4. Document patient treatment at chairside, and perform data entry.
5. Serve as a resource for dental procedural questions, and provide oral hygiene instruction.

6. Maintain accurate patient charts and program forms in accordance with established protocols and processes, with an emphasis on patient and data quality assurance.
7. Expose dental diagnostic x-rays.
8. Assist dentist in management of medical and dental emergencies.

Vans

1. Provide support to the Van Owners in their responsibilities, to ensure efficient operation of the team.
2. Prepare operatories, and set-up instruments and supplies.
3. Maintain equipment for proper functioning.
4. Maintain infection control through sterilization of instruments, operatory turn-over, sanitation, and wipe-down of equipment.
5. Assist with maintenance and cleanliness of dental van interior.

General

1. Operate dental vans from 7:30 a.m. to 4:00 p.m., Monday through Friday, with a lunch break typically from 12:00 noon to 12:30 p.m.
2. Report absences, late arrivals, or early departures from the vans to the Lead Dentist.
3. Maintain effective communication and working relationships with patients and their parents, school personnel, partner agencies, community dentists, and all Foundation staff.
4. Create an environment of respect and compassion for patients and staff.
5. Punctuality, open communication, and respect for co-workers and supervisors.
6. Attend and participate in Dental and Foundation-related meetings, as necessary.
7. Respect and promotion of St. David's Foundation core values.

Dress Code

1. Scrubs
2. Athletic/closed toed shoes
3. No visible tattoos

SKILLS AND COMPETENCIES

1. Exceptional service ethic and skills, including effective interactions, responsiveness, resourcefulness, and follow-through.
2. Demonstrated experience in working with sensitive information and ability to maintain confidentiality.
3. Demonstrated ability to collaborate and effectively participate in a multidisciplinary team environment.
4. Flexibility and innovation in supporting all of the clinical teams is essential in the success of this position, since this job requires working with all members of the teams.
5. Ability to travel and work at multiple locations with various team members on a weekly basis.

REQUIRED QUALIFICATIONS

1. High school diploma or equivalent.
2. Currently Registered Dental Assistant, licensed in the State of Texas.
3. English/Spanish bilingual.
4. Minimum of one year of chairside experience.
5. Knowledge of dental equipment, materials, procedures, terminology, and chart preparation.
6. Have a passion for working with children and public health.
7. Demonstrated clinical leadership skills.
8. CPR, OSHA, Infection Control, and X-Ray certified.
9. Willingness and ability to travel to multiple worksites within Travis, Hays, and Williamson Counties.
10. Computer proficiency and experience.

PREFERRED QUALIFICATIONS

1. Minimum of three years of chairside experience as a Pediatric Dental Assistant.
2. Minimum of two years of chairside experience in a mobile dental program.

PHYSICAL REQUIREMENTS

1. Demonstrated fine motor skills ensuring the safe handling and transfer of dental instruments, equipment, and supplies.
2. Ability to lift boxes of dental supplies, with a maximum weight of 25 pounds.