

Dental Assistant

Would you like to make a difference?

Our mission is to provide a quality, affordable and compassionate health home for every patient, every time – in all communities. AxxessPointe started in 1995 as the first Federally Qualified Health Center in Summit County, Ohio and has since expanded to five locations between Summit and Portage Counties. We are looking for a team member who can grow with us.

SUMMARY:

Responsible for supporting the quality delivery of dental care by preparing and organizing instruments, patient, operator and dental materials. The assistant is also responsible for following the guidelines of OSHA and the Ohio Dental Practice Act.

SUPERVISOR: Dental Office Manager

DUTIES AND RESPONSIBILITIES:

1. Work as a team player with a positive attitude.
2. Be fully trained to assist the Doctor on all dental procedures.
3. Seat patients in the chair as soon as possible.
4. Educate patients on all procedures to be done.
5. Reinforce oral hygiene instructions.
6. Stock operatories and help other assistants keep rooms stocked.
7. Chart thoroughly all procedures done and document thoroughly what was said to the patient on electronic records.
8. Turn all equipment on at beginning of each day, and off when day is done.
9. Maintain OSHA Standards.
10. Keep work areas neat and organized.
11. Autoclave cleaning and monitoring sterilization spore testing.
12. Cleaning of water lines and testing of lines.
13. Cleaning traps in operatories.
14. Draining and performing maintenance on compressor and vacuum.
15. Calling patients to schedule and confirm appointments.

MINIMUM QUALIFICATIONS:

1. Completion of Dental Assistant Program or equivalent experience.

LICENSES OR CERTIFICATIONS REQUIRED:

1. Have X-ray certification in Ohio and able to perform digital radiography
2. Must be CPR certified.

COMPLIANCE:

This position requires compliance with AxessPointe Community Health Center, Inc. (API)'s written standards, including its Compliance Program and Standards of Conduct and policies and procedures. Such compliance will be an element considered as part of the regular performance evaluation.

Failure to comply with API's Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or API's Written Standards or, for managers and supervisors, fails to detect non-compliant conduct where reasonable efforts would have resulted in detection, will be met by the enforcement of disciplinary action, up to and including possible termination, in accordance with API's Compliance Program Policy and Procedure: Addressing Instances of Non-Compliance through Appropriate Disciplinary Actions.

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 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 sit, and use hands to finger handle or feel; to talk; or hear. The employee is frequently required to reach with hands and arms. The employee must occasionally stand, walk, climb or balance, stoop, kneel, crouch or crawl. The employee must be able to frequently lift up to 25 pounds. The employee may occasionally be required to lift 25 to 50 pounds; however, this is not essential; duties may be shifted to accommodate lifting restrictions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently required to use close vision (clear vision at 20 inches or less). The employee will occasionally be working near moving mechanical parts, be exposed to outdoor weather conditions and exposed to a risk of electrical shock while running the copier, printer, other standard equipment and answering the telephone. The noise level in the work environment is low to moderate. Stress level can

be high at times.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

* We are a **Drug Free Workplace**, this includes no nicotine at or away from work.

* **Hepatitis B:**

Documentation of one of the following two items is required before starting employment:

1) A completed series of three Hepatitis B Vaccinations.

Or

2) A positive titer.

* **Competitive Salary:** \$ 14.00 per hour or more based on qualifications and related experience.

* **Benefits:**

Medical, Prescription, Dental, Vision, Short & Long Term Disability, Life, 403 (b) Retirement Savings Plan, Paid Personal Time Off.

Send Resume To: HumanResources@AxessPointe.org