

## **Community Action Committee of Pike County has a position opening for Dental Assistant I.**

### **Qualifications:**

- High school diploma or equivalent.
- Current/Active Dental Assistant Radiographer License issued by the Ohio State Dental Board.
- Current Certified Dental Assistants (CDA) through the Dental Assisting National Board (DANB) or a Certified Ohio Dental Assistant (CODA) through the Ohio Commission on Dental Assistant Certification (OCDAC).
- Current healthcare provider CPR and AED certification through the American Heart Association.
- Must have completed the Hepatitis B vaccination series or documentation stating immunization.

### **Preference:**

- Prior experience with digital radiography and electronic dental health records.
- Current certification in nitrous oxide-oxygen (N<sub>2</sub>O-O<sub>2</sub>) minimal sedation monitoring.

### **Direct Patient Contact Requirements:**

- Primary Source verification of licensure, registration, or certification
- Primary Source verification of education and training.
- Completion of a query of the Office of Inspector General (OIG)
- Verification of Health/Fitness, including physical and mental health status and any impairment that may interfere with the safe and effective provision of care permitted under the requested clinical privileges of this position.
- Three (3) professional letters of recommendation.
- Current BLS/CPR certification.
- Proof of annual PPD (TB) test.
- Proof of Hepatitis B immunity, including a copy of immunization record showing HBV series or documentation stating immunity.
- Proof of most recent influenza vaccine.
- Standards of Conduct and Conflict of Interest self-declaration
- Annual blood borne pathogen training.
- Annual HIPAA training

### **Additional Requirements:**

- Current valid driver's license.
- Proof of automobile insurance.
- Insurable under agency insurance policy.
- Reliable transportation.
- Compliance with VVHC's Employee Uniform/Attire.

### **Essential Job Functions:**

- Works 40 hours clinically as part of a clinical dental team.
- Performs duties in accordance with established health center policies and procedures, objectives, quality improvement activities, safety, environmental, and infection control standards.
- Assist the dentist in delivering comprehensive dental care to the patient population of VVHC.
- Assist patients in providing medical, family, and social history.
- Responsible for data collection, patient self-management goals, and all other duties as identified in the Patient Centered Medical Home (PCMH) delivery of care model.
- Responsible for the accurate recording and documentation of patient's blood pressure, height, and weight at each dental appointment.
- Prepare, maintain, clean, and disinfect the dental clinic in compliance with OSHA regulations and VVHC Dental infection control procedure, including, but not limited to: removal of biohazard waste, clean, lubricate, and sterilize instruments/hand pieces and arrange for their use, operatory suites, sterilization area, and laboratory.
- Provide chairside assistance to the dentist, including, but not limited to : escorting incoming patients to treatment rooms, draping patients, notify the dentist that the patient is ready, instrument/room procedure preparation, preparing and/or mixing medicaments, and impression materials, intraoral suctioning, retracting oral tissues, giving and receiving hand instruments (utilizing 4-handed dentistry), taking and pouring diagnostic impressions, and any other laboratory application requested of them by the dentist, maintain patient records in the EHR as dictated by the dentist, caries and periodontal charting, cleaning material from patients, instructing/educating patients of post-operative care and/or home care instructions, take

diagnostic quality intraoral and extraoral (panorex) radiographs, remove drape after procedure, arrange for next appointment, and escort dismissed patient the front desk.

- Maintain optimal operation of operating equipment, including, but not limited to: hand pieces, radiographic equipment, autoclave, ultrasonic, water distiller, amalgam separator, and the central evacuation center (pumps/compressor).
- Maintaining dental supplies, including, but not limited to: stocking dental supplies, checking incoming supply orders and putting away supplies, inventory of supplies, and note items that need reordered.
- Prepare and submit patient's dental insurance prior-authorizations in accordance to the dentist's diagnosis.
- Prepare/confirm dental laboratory cases.
- Help insure proper patient flow.
- Exhibit a courteous demeanor.
- Ensure all duties are completed in a timely and professional manner.
- Responsible for establishing a safe work environment and ensuring compliance with Safety Policies and Procedures.
- Attend meetings, conferences and training sessions related to the duties of this position and disseminate acquired information to appropriate individuals inside and outside the agency.
- Must be self-motivated. Ability to do multiple tasks at one given time.
- Ability to handle confidential information in professional in manner.
- Ability to communicate with the general public in friendly, courteous, and pleasant manner.
- Work well with minimal supervision.
- Remain calm in times of crisis.
- Responsible, along with other staff, for keeping the health center, office areas, kitchen and supply areas clean and orderly.
- Assist with other duties as defined by assigned supervisor when other work is necessary to fulfill the obligations of the Valley View Health Centers and/or CAC.

**This position is open until filled. Please complete our application and mail with resume and cover letter to 941 Market Street, Box 799, Piketon, Ohio 45661.**

**Applications may be obtained on our website: <http://www.pikecac.org/employment-opportunities.html> or you may pick one up at the Market Street address.**

**The Community Action Committee of Pike County is an Equal Opportunity Employer/Equal Provider of Services.**

**The Community Action Committee of Pike County creates opportunities for individuals and families to reach their highest level of independence and self-sufficiency.**