



Position Description

Position Title: Dental Office Associate

Reports to: VP of Dental Services

FLSA Status: Exempt Non-exempt

Revision Date: October 19, 2021

Clinical Responsibilities:

- Assist the volunteer and staff dentists if needed so that CVIM's EFDA is available to perform restorative procedures
- Clean, package and sterilize dental instruments after use.
- Maintain and clean dental equipment as necessary, i.e. statum sterilizer, hand pieces, compressor, etc.
- Oversee organization of supplies and stock in drawers and cupboards of the dental suite.
- Assure that proper documentation is made on all dental records.
- Secure x-rays appropriately in dental records.
- Keep accurate dental progress notes
- Support and assist the dentist at all outreach sites if needed and maintain portable equipment as necessary to deliver quality dental services.
- Help at health fairs and outreach activities when called upon

Clerical Responsibilities:

- Pull/file and update dental charts daily
- Answer phone/ take messages
- Triage dental emergencies
- Fill last minute cancellations
- Enter patients from all dental busses into the computer
- Check charts to make sure all medical histories are signed
- Send electronic radiographs as requested
- Keep hygiene students schedules updated
- Oversee endodontic and orthodontic wait list
- Call Dental Lab for pick ups
- Follow up phone calls after patient extractions
- Make new patient charts
- Update special procedures book

Hours: Full time - will include some evenings
Benefits

Qualifications:

- Advanced bilingual English/Spanish language competence
- Flexibility for work hours
- Ability to work with students, patients, staff, and volunteers
- High School or GED equivalent
- Ability to multitask in a fast paced environment