

COMMUNITY VOLUNTEERS IN MEDICINE

Position Description

Position Title—Dental Assistant Full Time

Reports to— VP of Dental Services **FLSA Status**: ___ Exempt X Non-exempt

Revision Date: July 20, 2022

Position Summary: Support and assist professional dental staff during dental office hours and maintain dental suite and equipment as necessary to deliver quality dental services.

Major Responsibilities

- Assist volunteer dentists and dental students with procedures as necessary.
- Clean, package and sterilize dental instruments after use.
- Maintain proper inventory of supplies as indicated.
- Place orders for supplies in collaboration with the VP of Dental Services.
- Maintain schedule of volunteers.
- Maintain and clean dental equipment as necessary, i.e. autoclave, x-ray processor, statum sterilizer, hand pieces, compressor, etc.
- Oversee organization of supplies and stock in drawers and cupboards of the dental suite.
- Assume accountability for supplies and equipment to minimize loss of inventory.
- Assure compliance with OSHA Standards for all dental staff and volunteers.
- Assure that proper documentation is made
- Secure x-rays appropriately in dental records.
- Assist in language translation as appropriate.
- Assist with computer support of data collection and scheduling of patients.
- Support organizational activities recognizing volunteers.

Qualifications

- X-ray certification.
- Experience preferred.
- Bilingual language competence preferred.