

Position: Dental Assistant (DA)

POSITION SUMMARY

Under the direct supervision of an HMS Dentist, assists patients through provision of dental care. Obtains patient dental history and assists in the performance of treatment procedures. Assists in maintenance of a safe, clean environment. Provides clerical support, orders and stocks supplies and medication and prepares instruments for and conducts sterilization.

POSITION ACCOUNTABILITIES

1. Seats patients in the treatment area, helping patients feel comfortable before, during and after dental treatment. Assist with patient management issues, especially disgruntled patients.
2. Travel to and provide coverage for nursing duties at any HMS site, as directed by supervisor, as needed to support patient care delivery.
3. Greets patients and introduces patients to the dental practice.
4. Takes vital signs blood pressure, pulse, weight, etc as appropriate
5. Performs office management tasks that require the use of a personal computer. Such tasks may include, but not limited to, going over medical history and updating patient chart in current software system, inputting data so the dentist can verify medical history, medications, allergies, smoking cessations, and updating patient problem list.
6. Assist the dentist/hygienist during a variety of treatment procedures, including passing requested instrument(s) to the dentist/hygienist during dental procedures.
7. Exposing and developing X-rays. Must become and maintain certification in DANB. Take digital and pano X-rays as requested by dentist/hygienist
8. Assist the dentist/hygienist at chair side with operative, oral surgery, and wide range of other procedures.
9. Provide oral hygiene instructions, preventative dentistry and dietary counseling to patients as instructed by dentist/hygienist.
10. Provide patients with instructions for oral care following surgery or other dental procedures, such as the placement of restorations (filling), crowns, partials, or dentures.
11. and partials.
12. Performs laboratory functions such as pouring and trimming models, constructing custom trays.
13. Assist with implementation and documentation of current infection control standards (OSHA), follows infection control protocol and prepares and sterilizes instruments and equipment.
14. Setting up and taking down operatory and instruments before and after treatment.
15. Communicates with patients and suppliers. As necessary schedules appointments, answers telephone and orders supplies. Organizes and maintains a tracking system for lab cases so there is no confusion between staff and dentist in reference to lab cases.
16. Performs weekly and monthly maintenance and cleaning of equipment.

17. Charts treatment plans for existing dental work
18. Charts treatment plans for future dental work
19. Records numbers for dentist/hygienist for patient periodontal treatment: Perio chart
20. Call in medications to the pharmacy and if needed document into the chart.
21. Provide patients with post-operative contact information for stressful procedures

MINIMUM QUALIFICATIONS

High School graduate, G.E.D.

CDA or similar diploma from an approved college or technical school or similar

On-site training by Dentist sufficient to demonstrate proficiency as Dental Assistant

One year or more related experience

Fluency in English and Spanish; both written and oral preferred

REQUIRED SKILLS

Excellent human relations and oral/written communications skills

Must be a strong team player

Personal computer experience with emphasis on word processing

DESIRED ABILITIES

Fluency in English and Spanish; both written and oral preferred

TO APPLY

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or

Dropped off or mailed:

1105 N. Pope Street, Building C, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045