

MATAGORDA EPISCOPAL HEALTH OUTREACH PROGRAM (MEHOP)

JOB TITLE: Dental Assistant
CLASSIFICATION: Salaried Non-Exempt
LOCATION: MEHOP Dental Clinic, Bay City, TX
REPORTS TO: MEHOP Dental Billing Manager

JOB SUMMARY: The MEHOP Dental Assistant assists MEHOP's Dentist in improving the effectiveness of the dentist in providing high-quality oral health care during a variety of treatment procedures.

JOB DUTES AND RESPONSIBILITIES:

- Greets and directs patients in an efficient flow throughout the clinic services.
- Takes blood pressure and pulse of patients.
- Takes and develops x-rays.
- Prepares and checks medical histories and medication records of patients.
- Sterilizes equipment and instruments.
- Takes patients' model of teeth.
- Assist in maintaining inventory of dental supplies and client dental education materials.
- Provides patients with instructions for oral care following surgery.
- Maintains chart organization and accurate dental records.
- Demonstrates a positive and constructive attitude towards the MEHOP Dental Clinic, its philosophy and mission.
- Communicates effectively with other members of the clinical staff.
- Performs office management tasks and other related duties as assigned.
- Adheres to the policies and procedures of MEHOP.

JOB REQUIREMENTS AND EDUCATION:

- Completed all Dental Assistant education requirements and licensed as a Certified Dental Assistant.
- Holds current CPR certification.
- Strong communication skills with patients in a caring, professional manner.
- Bi-lingual desirable.
- Possesses good organizational skills and is self directed.
- Computer skills ability and an understanding of dental computer systems.
- Ability to communicate and relate to people at all levels in the organization.
- Ability to respond effectively to inquiries about MEHOP's services.
- Demonstrates flexibility and emotional control in handling difficult or stressful situation.
- In addition to dental assistant skills, problem-solving abilities and positive interpersonal communication skills are essential.
- Must be able to lift, bend, kneel, reach, push and pull loads. Able to stand for long periods of time.

BENEFITS: Health and life insurance, paid holidays, sick days.

SALARY: Commensurate with experience.