

# SUMTER

## FAMILY HEALTH CENTER

Caring For Our Community's  
Health and Well Being

### **JOB POSTING**

### **Dental Assistant**

#### **Position Summary:**

Under the direct clinical supervision of the assigned Dentist, the Dental Assistant is the dentist's chair-side helper who assists with patient care, as required. The Dental Assistant may also act as a front office dental receptionist in the Expanded Duty Dental Assistant role.

#### **General Duties and Responsibilities:**

- Assists in basic supportive chair side procedures.
- Charts existing restorations, clinically missing teeth and appliances within the oral cavity.
- Applies topical drugs as prescribed by the dentist.
- Places and removes rubber dam.
- Places and removes matrix.
- Places and removes orthodontic ligatures.
- Takes and records vital signs (blood pressure, pulse, respiration, etc.).
- Places and removes periodontal packs.
- Removes sutures.
- Exposes radiographs upon completion of a SC Board of Dentistry approved radiation safety course.
- Ensures work area is kept safe, clean and well organized with an adequate amount of supplies.
- Maintains a cooperative and professional working environment with co-workers and patients.
- Abides by all OSHA, EPA and HIPAA regulations.
- Assists in providing Process Improvement reports for improving quality of patient care.
- Holds all patient Protected Health Information (PHI, other patient personal information and agency information in confidence.
- Actively participates in and complies with all aspects of the Corporate Compliance Program, follows the Code of Conduct and obey all relevant laws, statutes, regulations and requirements applicable to Medicaid, Medicare and other State and Federal health care programs.
- Performs other duties as assigned.

#### **Expanded Duty Dental Assistant Duties and Responsibilities:**

- Takes impressions for study models.
- Places and removes socket dressing.
- Places gingival retraction cord.
- Places temporary restorations.
- Cements temporary crowns or bridges.
- Removes excess cement from restoration and/or appliances.
- Polishes restorations and supra-gingival tooth structure.

- Performs application of pit and fissure sealant.
- Monitors nitrous oxide anesthesia, approved/applicable, with completion of SC State Dental Board-approval course and certification by the SC State Dental Board.
- Functions as dental receptionist, makes appointments, answers phones, and sends reminder notices and other receptionist duties, as requested.
- Completes insurance pre-authorizations and assists with other billing activities, as requested.

**Qualifications:**

High School Diploma or equivalent required. Graduate of accredited Dental Assistant program, or a minimum of two years full-time experience as a chair-side Dental Assistant in a dental office. Must have good written and verbal communication skills. Must be able to relate to a variety of people at different developmental levels. Must possess the ability to prioritize tasks and manage time efficiently. Must be flexible as to the changing needs of the Center. Must be able to work as a team player at all times. Current CPR certification required.

**Work Environment:**

Very busy atmosphere. Highly stressful when dealing with individual personalities of co-workers, patients and their families. Potential for regular exposure to blood-borne diseases (Category I). Potential to regular exposure to chemical hazard (Category A).

**Physical Demands:**

Considerable sitting, standing or walking. Assists with lifting and moving patients as necessary. Lifts supplies/equipment up to 20lbs occasionally and/or up to 10lbs frequently. Considerable reaching, stooping, bending, kneeling and crouching.

**How to Apply:**

If you are interested in applying for a position at SFHC, please print and complete the [Employment Application](#). Return your completed application to:

Sumter Family Health Center

Attn: Human Resources

1278 N. Lafayette Drive

Sumter, SC 29150