

Southwestern Wisconsin Community Action Program, Inc.
Job Description

Job Title: Clinic Assistant

Exempt (Y/N):	Salary Level: 3
Location:	Department: Dental
Supervisor: Dental Clinic- Executive Director	
Prepared By:	Date: 07/12/2017
Approved By:	Date:

SUMMARY: Ensures smooth operation of dental office by performing clerical and dental assistant functions as allowed under WI Administrative Code Chapter DE 12.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Perform dental assistant functions as allowed under WI Administrative Code Chapter DE 12 and conduct self in an ethical and professional manner.

At Dental clinic, perform the duties as assigned and assist in coordination of clinic activity to include but not limited to:

Maintenance of clinical supplies and equipment.

Routine communication in person, telephone, or electronic with patients and volunteers regarding registration, treatment and scheduling.

Handle dental referrals and routine correspondence with other dental providers and clinics.

Operate typical office machines such as computer, copier, fax, postage meter.

Work together as a team with other dental and health department staff in all dental clinic operations.

Attend dental clinic meetings, and other meetings and trainings as assigned.

Assist in training volunteers.

Maintain a high standard of patient service, promoting oral health care and other health related services and messages in a positive way.

SUPERVISORY RESPONSIBILITIES:

As required by seniority or others.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or GED certificate.

Graduate of a Dental Assistant Program.

One to three months related experience and/or training preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization. Ability to speak Spanish would be beneficial.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge and experience with internet software and office processing software.

CERTIFICATES, LICENSES, REGISTRATION:

Graduate of a Dental Assistant Program.

Current CPR certification.

OTHER SKILLS AND ABILITIES:

Enjoys working with young children and families.

OTHER SKILLS AND ABILITIES:

Ability to maintain confidentiality with all records and communications, and have respect and sensitivity for cultural differences.

Practice Universal Precautions.

Knowledge of office procedures and equipment.

Excellent written and oral communication skills, legible hand writing, and attention to detail.

Dependability. Ability to plan and exercise independent judgment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and stand for prolonged periods of time; use hands to finger, handle, or feel; and reach with hands and arms. Those physical movements and degree of mobility, manual dexterity and hand-eye coordination normally associated with dental assisting in general practice dentistry will be performed on a repetitive basis. The employee is occasionally required to stand, walk, climb, or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move

up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception. Frequent exposure to communicable diseases, body fluids and radiation.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate.