



C.A.R.E.S.

National Health Services, Inc.

Our Mission "Health for All"

A NOT FOR PROFIT CORPORATION 501 (c) 3 TAX EXEMPT
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Administration (661) 459-1900 • Fax (661) 459-1944 • TDD (800) 735-2929
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- Buttontwillow Health Center*
277 E. Front Street
P. O. Box 917
Buttontwillow, CA 93206
Medical (661) 764-5211
Dental (661) 764-5257
FAX (661) 764-6311
- Lost Hills Community Health Center*
21138 Paso Robles Hwy.
P. O. Box 306
Lost Hills, CA 93249
Medical (661) 797-2667
Dental (661) 797-2677
FAX (661) 797-2675
- Wasco Medical & Dental Center*
2101 7th Street
P. O. Box AA
Wasco, CA 93280
Medical (661) 758-2263
Dental (661) 758-5903
Womens Clinic (661) 758-0680
FAX (661) 758-8132
- Taft Community Medical Center*
1100 Fourth Street
Taft, CA 93268
(661) 765-5044
FAX (661) 763-1281
- Delano Family Medical Center*
1001 Main Street
P. O. Box 957
Delano, CA 93215
(661) 721-7080
FAX (661) 721-8944
- Delano Family Dental Center*
1215 Jefferson Street
P. O. Box 957
Delano, CA 93215
(661) 454-1700
FAX (661) 454-1716
- Shafter Community Medical and Dental Center*
655 S. Central Valley Highway
Shafter, CA 93263
(661) 746-9194
FAX (661) 746-9197
- Shafter Community Woman's Health Center*
320 James Street
Shafter, CA 93263
(661) 459-1800
FAX (661) 459-1821
- Oildale Community Health Center*
2353 N. Chester Avenue
Bakersfield, CA 93308
(661) 387-1438
FAX (661) 387-1823

JOB DESCRIPTION

Title: Dental Assistant

Job Summary: The Dental Assistant performs duties such as preparing the patient for the treatment, assisting the dentist in performing their treatment to the patient in restorative dentistry or oral surgery, prepare materials and equipment for treatment and have them ready for the dentist's use take x-rays and assist the dentist in laboratory work. May perform other related work to include but not limited to making appointments, answer the phone, ordering supplies and doing the dental billing.

- Job Duties:**
- (1) Greets patients in waiting area and escorts patients to the operatory.
 - (2) Assists the dentist in the administration of treatment at the chair side as required or directed by the dentist.
 - (3) Promotes an atmosphere supportive of good dental and general health by demonstrating good oral hygiene, questioning patients to ascertain home care status, instructing patients in techniques of flossing and brushing in accordance with protocol.
 - (4) Maintain a sterile and neat working environment according to current infection control procedures.
 - (5) Review the health history, make chart entries under the direction of the operator and assure completion of forms and signatures.
 - (6) Assume the responsibility associated with any expanded duties that may be delegated by the dentist.



Accredited by Joint Commission Accreditation Health Organization

Dedicated to The Memory Of: Dutch Houchin; Mary & Harvey Holloway
We are an Equal Opportunity Employer

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Dental Assistant
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- (7) Acquaint the patient with the aspects of their dental visit and provide support and compassion to that patient when it is needed.
- (8) Stock operatories and maintain clinical supply inventory.
- (9) Review daily schedule to set up appropriate trays and instruments.
- (10) Assist in front office procedures if time allows or need is determined by the Associate Dental Director or Dentist.
- (11) Supervise preventive maintenance of dental equipment.
- (12) Serves as supply liaison. Communicates with purchasing department and vendors to assure prompt receipt of all orders.
- (13) Promotes and believes in NHSI mission statement "Health for All".
- (14) Ability to relate to the public regardless of ethnic, religion and economic status.

Qualifications, Education, and Experience:

- (1) High school graduate (or GED).
- (2) Proof of completing radiation safety course.
- (3) One year experience as a dental assistant or one year training as a dental assistant.

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- (4) Certification as a Registered Dental Assistant preferred.
- (5) Certificate for coronal polishing recommended.
- (6) Demonstrate knowledge of dental health education subjects.
- (7) Ability to complete forms in an orderly and accurate fashion.
- (8) Able to use sound judgment. Possess a calm disposition and the ability to work easily with people.
- (9) Ability to relate to the public in all areas (racial, ethnic, and economic).
- (10)Willingness to work evenings and/or weekends.
- (11)Willingness to participate in community events such as health fairs, etc.
- (12)Have the ability to communicate in English and Spanish.
- (13) Must obtain a valid state ID and California Driver License.

Note:

It is recommended and encouraged for all Dental Assistants to obtain their X-Ray License within the first ninety (90) days of employment this will allow for advancement from training position.

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Responsible To: Staff Dentist/Associate Dental Director/Dental Director

Classification: Full or Part Time Position, Non-exempt

Salary Scale: Group I/ E

Approved By: W. G. H. [Signature]
Date: 01/24/05