



C.A.R.E.S.

National Health Services, Inc.

Our Mission "Health for All"

A NOT FOR PROFIT CORPORATION 501 (c) 3 TAX EXEMPT
659 S. Central Valley Highway • P. O. Box 1060 • Shafter, CA 93263
Administration (661) 459-1900 • Fax (661) 459-1944 • TDD (800) 735-2929
www.nhsinc.org

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.

- Buttonwillow Health Center*
Medical (661) 764-5211
Dental (661) 764-5257
FAX (661) 764-6311
- Lost Hills Community Health Center*
Medical (661) 797-2667
Dental (661) 797-2677
FAX (661) 797-2675
- Wasco Medical & Dental Center*
Medical (661) 758-2263
Dental (661) 758-5903
Women's Clinic (661) 758-0680
FAX (661) 758-8132
- Taft Community Medical & Dental Center*
(661) 765-5044
FAX (661) 763-1281
- Joy Cariño Kimpo Family Medical Center*
(661) 721-7080
FAX (661) 721-8944
- Delano Family Dental & Women's Health Center*
(661) 454-1700
FAX (661) 454-1716
- Shafter Community Medical & Dental Center*
(661) 746-9194
FAX (661) 746-9197
- Joy Cariño Kimpo Women's Health Center*
(661) 459-1800
FAX (661) 459-1821
- Oildale Community Health Center*
(661) 392-7850
FAX (661) 215-2349
- Tehachapi Community Health Center*
Medical (661) 822-9054
FAX (661) 822-9082
- Ridgecrest Community Health Center*
Medical (760) 446-7978
FAX (760) 446-5998
- Rosedale Community Health Center*
Medical (661) 387-6930
FAX (661) 387-6935



Accredited by Joint Commission Accreditation Health Organization

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

Job Description
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.

Job Requirements:

- (1) Friendly personality with the desire to work with the public.
- (2) Ability and willingness to treat all patients with the utmost kindness and consideration in the most trying situations.
- (4) Ability to handle multi-functions and complete tasks in orderly and accurate fashion
- (5) Understanding of community based organizations and willing to participate in community events such as health fairs, etc.
- (6) Promotes and believes in NHSI mission statement "Health for All".
- (7) Ability to relate to the public regardless of ethnic, religious and economic status.
- (8) Must be willing to work at any National Health Service, Inc., location, other than the assigned site and be agreeable to work weekends, if so needed.
- (9) Must obtain a Valid California Drivers License at all times plus proof of insurance, to allow you to be placed in all National Health Services clinics if needed.
- (8) Able to use sound judgment. Possess a calm disposition and the ability to work easily with people.

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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.
- (4) Certificate for coronal polishing recommended.
- (5) Demonstrate knowledge of dental health education subjects.
- (6) Have the ability to communicate in English and Spanish.
- (7) Possess X-Ray License or will secure one within the first ninety (90) days of employment this will allow for advancement from training position.

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

Classification: Full or Part Time Position, Non-exempt

Approved By: W. H. [Signature]

Date: Sept 1, 2009