



**Job Code:** 9666

**Grade:** 14

**HCWR:** N

**Job Title**

Dental Assistant, Bilingual

**Department**

Oral Surgery

**Job Summary**

Under the supervision of a dentist, the Dental Assistant, Bilingual implements individualized dental care plans for patients; performs patient education, discharge planning, and patient/family teaching. Assesses dental condition and needs of patient; uses patient screening procedures, to include medical history review, dental charting, and perio charting; takes patient vital signs as required. Delivers direct patient care to patients as assigned, using established dental hygienist procedures; performs routine treatment procedures, such as cleaning, polishing, x-rays, application of sealants and fluorides, and related procedures. Assists with or institutes emergency measures for sudden adverse developments during treatment of patients. Performs patient triage and initiates patient care as appropriate for walk-in patients. Assists in preparation of patient care areas, and discharge process, as required; prepares reports and assists as required with patient reception.

**Typical Duties**

- Obtains patients chart from receptionist.
- Checks for vacant operatory and make sure that it has been properly cleaned. Greet patient in waiting area and escort to vacant operatory or room.
- Read patient chart and set-up instrument accordingly. Place x-rays on viewer an patient chart in proper place for Doctor to review.
- Drape towel on patient and prepare operative table for procedure (sterility must be maintained). Explain procedure and precaution patient must follow after procedure is performed.
- Assist during surgical procedure-using sterile technique at all times. Deliver and receive instruments as Doctor needs. Maintain visible field for operation, by controlling the light, suction, air and water.
- Be able to anticipate the duty before doctor ask. Prepare dental material and dressing to be delivered.
- Go over or reinforce instructions with patient before dismissal. Give written post-operative instructions and review them with patient to make sure that he or she understands. Provide patient with additional interoral dressing or (gauze). When procedure is finished, check appointment slip and direct to receptionist.
- Clearing and sterilization of instruments. Remove contaminated instruments from surgical table and put on clearing ledge.
- Wipe surgical table and light handle with Q-cide disinfect. Clean instruments of debris and prepare for central supply sterilization. Upon completion of sterilization for central supply, check operatory for debris and prepare instruments for next patient.
- Upon completion of all procedures and patient for the day, replenish all rooms with supplies and instruments.
- Report to Supervisor all malfunctioning handpieces and lack of supplies within the dental area.
- Performs Serum Accu-checks.



**Typical Duties**

- Taking of radiographs for Oral Surgery and In hospital patients
- Assisting Orthodontist
- Complete packets for GA Clinic Appointments

**Minimum Qualifications**

- High School Diploma or GED equivalent
- Completed an accredited dental assisting program by the Commission on Dental Accreditation of the American Dental Association and one (1) year of clinical dental assisting experience in a dental clinic or hospital setting OR three (3) years of clinical dental assisting experience in a dental clinic or hospital setting
- Valid Cardiopulmonary Resuscitation (CPR) certification
- Bilingual

**Preferred Qualifications**

- Certification in coronal polishing and dental sealant
- Certified by the Dental Assisting National Board (DANB)

**Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of standard dental procedures, terms, instruments, supplies, and equipment; of sterilization and sterile equipment; of processing and developing of x-ray film; of oral anatomy; of standards of oral hygiene; digital radiography; electronic health records and of clerical procedures.
- Knowledge of methods and procedures used in preventing dental disease; of methods and necessity for cleanliness of a dental operator; of Illinois dental laws and regulations; and of instructional techniques.
- Advanced knowledge of methods and procedures used in preventing dental disease; of current literature in the area; of education theory and techniques in the field of public health; and of public presentation techniques.
- Ability is required to explain simple dental hygiene techniques.
- Ability is required to arrange and operate visual aids.
- Ability is required to communicate effectively both orally and in writing; to plan and coordinate the activities of others; and to train and instruct patient groups.

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.



**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**