

Water Street Ministries Job Description Dental Assistant

Summary: To assist the Dental Administrator in providing services to the patients of the WSHS Dental services.

FLSA: Part-Time, Hourly

The Dental Assistant must be:

1. Willing to sign the Water Street Ministries Statement of Faith
2. A current and active member and/or regular attendee of a local church.
3. Able to fully support the Water Street Ministries core values and philosophy of ministry.

Essential Duties:

- Assist the dentists in providing treatment/services to the patients within the scope of the guidelines set down by the clinic, the dentist and your ability, knowledge and experience: including but not limited to chair-side assisting, taking and processing radiographs, patient education and chart documentation as needed.
- Assist the clinic administrator with the day-to-day operations of the clinic including but not limited to infection control procedures, sterilization of instruments, registering patients, pulling and filing charts, confirmation of patient education and chart documentation as needed
- Provide routine maintenance of dental equipment such as x-ray processor, autoclave, traps, etc.
- Perform other duties as assigned

Experience & Education: Graduate of an accredited Dental Assistant Program with current active license in radiology. Experienced dental assistant currently practicing in a dental office with active radiology license.

Equipment: Ability to use x-ray machine, high and low speed suction, ultrasonic, autoclave and statim.

Supervised by: Dental Administrator, Water Street Health Services

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 position. While performing the essential functions of this job the employee is regularly required to stand, walk, or sit and use hands to finger, handle, or feel, and is occasionally required to lift and/or move up to 50 pounds. May require occasional weekend or evening availability.

Christian Life: As an employee of Water Street Ministries, you are an important member of a Christian Missionary organization. All staff members are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, or counseling sessions. Because of the nature of these types of ministries it is an absolute necessity that you possess and maintain a testimony or lifestyle that is above reproach. What you do on your own time may seriously affect your ability to perform these types of ministries, which are an important part of your job.