Job Title: Dental Assistant/Auxiliary  
Department: Dental

Job Summary:
Reports directly to the Sr. Dental Supervisor and coordinates closely with dental professionals and staff. Responsible for making patients as comfortable as possible in the dental chair, prepares them for treatment, and obtains dental records. Sterilizes and disinfects instruments and equipment. Can perform expanded duties such as placing temporary fillings. Prepares tray setups for dental procedures and instructs patients on postoperative and general oral health care.

Duties and Responsibilities:

1. Performs all duties and responsibilities as outlined in the Job Description of Dental Assistant II.

2. Performs placement and removal of temporary IRM under the general supervision of the Dentist.

3. Performs the following procedures under the supervision of the Dentist.

   3.1. Places base and liners on sound dentin.

   3.2. Removes excess cement from supra gingival surfaces of teeth.

   3.3. Conducts sizing of stainless steel crowns, temporary crowns and bands.

   3.4. Performs temporary cementation and removal of temporary crowns.

   3.5. Performs placement of post extraction and periodontal dressing.

   3.6. Takes and pours alginate impressions.

   3.7. Processes and mounts X – rays.
4. Performs other duties that may be assigned from time to time.

**Job Specifications:**

1. Certificate and/or license as required by the Guam Board of Dental Examiners.

2. Minimum of 3 years experience with impressive track record in coordinating closely with dental professionals and staff and responsible for making patients as comfortable as possible in the dental chair, preparing them for treatment and obtaining dental records.

3. Knowledge of dental terminology and dental anatomy to properly present treatment plans to patients and assist with treatment of patients.

4. Must have the appropriate level of behavioral maturity and patience in handling patients.

5. Must have the diplomacy and tact in handling difficult and irate patients.

6. Very good interpersonal relationship skills and can work and relate well with co-employees, patients and customers.

7. Outstanding communication skills and persuasiveness, specially the ability to communicate instructions and procedures for treatments, keeping the patients and giving them the desired level of comfort and confidence.

8. Must have strong sensitivity to the needs and anxieties of patients and the ability to motivate patients to undergo treatments and/or procedures.

9. Very good manual dexterity skills

10. Strong ethics and a high level of personal and professional integrity.

11. Knowledgeable of federal and state laws and requirements relating to healthcare management.

12. Computer literate and very highly proficient in using MS office programs.