



VOLUNTEER POSITION DESCRIPTION

Mobile Dental Assistant

Position Title: Mobile Dental Assistant

Department: US Programs Care & Connect

Reports To: Care & Connect Dental Director, Dr Cassondra Phillipsen

Time Commitment: +/- 16 hours/month

Position is Ongoing

Position Summary:

The Mobile Dental Assistant for US Programs Care & Connect contributes to the calling of Medical Teams International through assisting with and providing direct dental care to patients experiencing high health disparities.

Essential Duties and Responsibilities:

- Assist with dental procedures in a manner that sets the standard of care for US Programs. Procedures include, but are not limited to limited/comprehensive exams, fillings, and extractions.
- Aid in the collection of patient health history and vitals.
- Educate and encourage preventive procedures to prevent future oral health complications. Educate patients on post-operative instructions.
- Demonstrate active listening to patient complaints and prepare patients for procedures by aiding in understanding and answering questions as appropriate.
- Obtain patient consent for all procedures, including ensuring that consent forms are understood and signed for procedures requiring consent forms.
- Expose dental radiographs as prescribed by the dentist.
- Assist dentist chairside: prepare tables and trays with necessary equipment for procedure, assist dentist during procedure, clean and sterilize instruments post-procedure, sterilize dental operatory and prepare room for next patient encounter.
- Maintain patient records in compliance with HIPAA laws and standards.
- Ensure compliance with all regulatory requirements for clinical dentistry.
- Utilize asepsis controls to prevent transmission of communicable diseases.
- Ensure the Safeguarding of program participants and employees through promoting an environment of awareness and upholding the code of conduct provisions of Medical Teams Protection from Sexual Exploitation & Abuse, Child & Vulnerable Adult protection, and harassment-free workplace policies.

Other Duties:

- Adhere to Medical Teams and US Programs standards, policies, and procedures.
- Serve as an ambassador for Medical Teams and US Programs at all times.
- Demonstrate cooperation and teamwork and maintain collaborative relationships with all levels of personnel and community partners.

Minimum Qualifications:

- High school diploma or equivalent.
- License and certification required as per Oregon and/or Washington state requirements.
- Active BLS/CPR Certification.

Physical Demands:

- Ability to lift 10 lbs.
- Ability to stand and walk for extended periods of time
- Ability to work at a computer