

JOB DESCRIPTION

Position Title	:	Dental Assistant
Department	:	Dentistry
Report to	:	Deputy Dental Clinic Manager Assistant to Deputy Dental Clinic Manager
Location	:	Phnom Penh

I. Position Summary:

- The Dental Assistant primary role is to assist in Dental Services delivery by the UP dentists to ensure quality dental services to the public.

II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Employee:

- Carry out cross infection control procedures, including disinfection and sterilization of surfaces and instruments.
- Keep the dental clinic safe, clean, and well-organized.
- Store, pack and dispense dental instruments and materials.
- Encourage dentists and dental students to follow clinic protocols and rules.
- Assist the dentists at chair-side when required.
- Help to create a good working environment within the dental clinic.
- Maintain excellent communication with the dentists, students and patients.
- Keep an inventory of equipment, instruments and materials for the private practice service and update 3 monthly.
- Keep a record of any losses or breakages – and report these to the Clinic Manager.
- Help with the behavior management of young children treated by the dentists.
- Make a regular list of instruments and materials required for the private practice services and give to clinic manager.
- Assist the dentists to provide oral health education to the patients;
- Assist in the taking of the radiographs (after appropriate training)

III. Minimum Qualifications and Requirements:

1. Experience:

- At least 1 year of experience working as a dental assistant
- Prior experience in any clinic management is a plus
- Prior experience in dental radiography is a plus

2. Education:

- High school graduate
- Has undertaken a dental assistant course

3. Skills/Competencies:

- Good communication and problem solving skill
- Basic computer skills (Word and Excel)
- Good English proficiency is a plus