



**JOB DESCRIPTION**

<b>Position Title</b>	:	<b>Dental Assistant</b>
<b>Department</b>	:	<b>Dentistry</b>
<b>Report to</b>	:	<b>Manager of Polyclinic</b>
<b>Reportee (if any)</b>	:	<b>N/A</b>
<b>Location</b>	:	<b>UP Polyclinic</b>

**I. Position Summary:**

- The Dental Assistant role is to support the running of the dental clinic, training of Dental Students, and Dental Service delivery 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;
- Aid dentists and dental students to follow clinic protocols and rules;
- Assist the dental students and dentists (including residents) 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, and update 3 monthly;
- Keep a record of any losses or breakages – and report these to the Polyclinic Manager;
- Help with the behavior management of young children attending the clinic;
- Make a regular list of instruments and materials required, and give to Polyclinic manager;
- Assist the dental students to provide oral health education to the patients;
- Assist in the taking of dental radiographs (after appropriate training);
- Perform other duties as assigned by Polyclinic Manager

**III. Minimum Qualifications and Requirements:**

**1. Experience:**

- Experience working as a dental assistant preferred (however training will be given as needed)
- Prior experience in any clinic management is a plus
- Prior experience in dental radiography is a plus

**2. Education:**

- Some high school - able to read and write in Khmer
- Has undertaken a dental assistant course – preferred

**3. Skills/Competencies:**

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