



JOB DESCRIPTION

Position Title	:	Dental Assistant
Department	:	Dentistry
Report to	:	Dental Clinic Manager
Reportee (if any)	:	N/A
Location	:	Phnom Penh

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;
- Encourage dentists and dental students to follow clinic protocols and rules;
- Assist the dental students and 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, 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 attending the clinic;
- Make a regular list of instruments and materials required, and give to clinic 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 Clinic Manager

III. Minimum Qualifications and Requirements:

1. **Experience:**

- Experience working as a dental assistant preferred
- 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 - preferred

3. **Skills/Competencies:**

- Good communication and problem solving skills

- Basic computer skills (Word and Excel)
- English proficiency is a plus