

## JOB DESCRIPTION

---

|                          |                                  |
|--------------------------|----------------------------------|
| <b>Position Title</b>    | <b>: Dental Assistant (CIPO)</b> |
| <b>Department</b>        | <b>: Faculty of Dentistry</b>    |
| <b>Report to</b>         | <b>: Co-Director (CIPO)</b>      |
| <b>Reportee (if any)</b> | <b>: None</b>                    |
| <b>Location</b>          | <b>: Faculty of Dentistry</b>    |

### **I. Position Summary:**

- While the core of the job is focused on supporting the CIPO team as a whole, this specifically involves support of UP Students when they do community outreach using the The Healthy Kids Cambodia approach.

### **II. Duties and Responsibilities:**

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

- Coordinator for UP team do community work; ordering and preparing materials, coordinating worksites, and providing oversight on cross-infection control in the field
- Assist in hosting of volunteers (foreigners and Cambodian)
- Delivery of clinical services (dental assisting for all levels of care)
- Assist in managing dental stores/stock and equipment together with other CIPO team members
- Perform team leader duties including managing budgets for mobile dental trips
- Data entry to database

### **III. Minimum Qualifications and Requirements:**

1. Experience:
  - Able to be trained on the job
2. Education:
  - High school education
3. Skills/Competencies:
  - Well organized
  - Basic Familiarity with the google work suite (docs, sheets, drive)
  - Good communication skills
4. Personal Quality
  - Works well in a team
  - Reliable
  - Attention of details
  - Eager to learn