

JOB DESCRIPTION

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

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:

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