



**JOB TITLE:** Dental Hygiene Assistant

**REPORTS TO:** Clinical Coordinator / Kids Smiles Dentists

**FLSA STATUS:** Non-Exempt

### **Purpose and Scope**

---

The Hygiene Assistant will routinely assist Kids Smiles Hygienists in the care of patients and in related office work. S/he will carry out chair side and administrative duties. The Hygiene Assistant is responsible for keeping records, managing clerical detail and providing diagnosis aid to dentists. This individual will perform clinical supportive functions including preparing and dismissing patients as well as performing various dental treatments and laboratory tasks. S/he will work under the direct supervision of the Clinical Coordinator and Kids Smiles Dentists and will also provide support to the Operative area, as needed.

### **Job Responsibilities**

---

- Process instruments through sterilization in a timely manner.
- Instruments need to be processed periodically throughout the day, be aware of their stock; they should not run out of clean instruments during working hours.
- Process XCP and Snap A Rays through sterilization in a timely manner.
- Taking patient X-rays and thoroughly reviews them, then transport them to patient's chart.
- Help break down chairs and prepare for next patient.
- Make hygiene packs.
- Thoroughly review medical history and make notations.
- Cut X-ray holders.
  - o 1. 4 BW X Ray
  - o 2. 2 BW X Ray
  - o 3. 1 PA X Ray
- Stock the entire hygiene bay including carts, gloves and film.
- All instruments that are clean for hygiene need to be put away.
- Run suction cleaner through all hygiene chairs, at the end of each day.
- Hygiene assistant also gives direct support to operative department when needed.
- Chart for Doctor on treatment plan.

### **Required Experiences and Skills**

---

- High School Diploma or GED Certificate.
- Completion of an accredited Dental Assistant program and/or six months experience assisting a dentist in the examination and treatment of patients.



- Ability to concentrate and to follow instructions.
- Ability to work individually or as part of a team, often in a high-pressure environment.
- Good communication skills and interpersonal skills.
- Good organizational ability and time management skills.
- Ability to multitask.

### **Location/Travel**

---

This position is located in Philadelphia, PA and requires no travel.

### **Contact**

---

Resumes can be emailed to [jobs@kidssmiles.org](mailto:jobs@kidssmiles.org) or faxed to Human Resources at (215) 365-1145.

All resumes are confidential. Due to the volume of responses only qualified candidates will be contacted. Under NO circumstances will resumes for this position be accepted from or on behalf of executive search firms, headhunters or recruiters

Kids Smiles is an Equal Opportunity Employer

Kids Smiles, 3751 Island Avenue, 2<sup>nd</sup> Floor, Philadelphia, PA 19153