Volunteer Dental Assistant Role Description

Program: Dental

Overview: Volunteer dental assistants support the dentists and hygienists in the dental clinic and designated outreach sites. The dental clinic’s scope of services includes diagnostic, preventive, restorative, periodontal, oral surgery and limited prosthodontic work to include complete dentures and acrylic partials. The clinic does not provide orthodontic treatment, implants or fixed prosthodontics (exception of stainless steel crowns). Must be DANB certified. Volunteers should have knowledge of the special needs of underserved populations including people experiencing homelessness and people with complex medical and behavioral health diagnoses. Visit the AHCH website for more information about the Dental Clinic.

Responsibilities:
1. All volunteers must participate in training before they begin volunteering. Training requirements are:
   a. Introduction to AHCH (includes: AHCH 101 and AHCH policies)
   b. HIPAA training
   c. Shadowing with Chief Dentist or Dental Clinic staff (1 hour)
   d. Attend monthly Project Tour (3rd Tuesday of the month, recommended, not required)
2. Activities preformed include: Assist dentists and hygienists during treatment of patients using four-handed dentistry; prepare patient, instrument trays and materials; use electronic health record during patient visit for appropriate documentation including medical histories and vital signs; maintain standard of asepsis; following universal precautions sterilizes and disinfects instruments; takes and records medical and dental histories and vital signs of patients; triages emergency/walk-in patients in order to monitor patient flow; exposes dental radiographs; instructs patients in oral hygiene and plaque control programs; and provides post treatment instructions prescribed by Dentist.
3. All volunteers will work in partnership and under the supervision of a dental staff person.
4. Volunteers must follow the established HIPPA and Confidentiality policies.
5. If unable to fulfill scheduled volunteer shift, volunteer agrees to contact the Chief Dentist at least 48 hours before scheduled shift by calling Dr. Shirlena Waters at 505-767-1111 and sending an email to ShirlenaTerlaje@abqhch.org.

Volunteers must commit to working a minimum of two shifts a month for no less than six months. Volunteers will receive a three-hour long training prior to volunteering in the Dental Clinic. Volunteer shifts are Monday, Tuesday, Thursday and Friday 8:00am to 12:30pm and 1:00pm to 4:30pm and Wednesday from 8:00am to 12:30pm. High priority shifts are Fridays 8:00am to 12:30pm and 1:00pm to 4:30pm. Volunteer Orientation is held quarterly. Visit the AHCH website for date, location, and time of upcoming orientations.

For inquiries about volunteerism contact:
Rachel Smith
Development Officer
505-767-1177
RachelSmith@abqhch.org

For questions about the Dental Clinic contact:
Dr. Shirlena Waters
Chief Dentist
505-767-1111
ShirlenaTerlaje@abqhch.org