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**POSITION DESCRIPTION**

**JOB TITLE:** Dental Sterilization Assistant

**REPORTS TO:** Dental Clinic Manager

**STATUS:** Non-Exempt (hourly)

**LOCATION:** Dental Clinic

SCHS is a 90-100 employee, full-service, non-profit healthcare clinic serving the needs of the South Minneapolis community. Come make a difference in the lives of people every day while helping us achieve our mission: *To improve the health of our patients and communities by delivering exceptional care, removing barriers, and promoting healthy lifestyles.*

**ROLE:** This position performs and participates in decontamination, cleaning, assembling, packaging, scanning, sterilization, storage and distribution of reusable surgical instruments and equipment to ensure high-quality service to patients.

**JOB DUTIES:**

* Decontaminate and sterilize instruments, medical supplies and equipment, and assemble, wrap and sterilize trays of instruments. Follow proper standard precautions while in decontamination and sterilization areas; maintain a clean work area.
* Collect, catalog and clean surgical tools following use; inspect for wear or damage.
* Set up trays for dental treatment.
* Follow procedures to maintain infection control.
* Assist in maintaining dental equipment.
* Inventory and store dental equipment and instruments/order supplies as needed.
* Perform daily, weekly, monthly maintenance chores.
* Communicates appropriately using good interpersonal skills, maintains confidentiality of personal health information.
* Attend and participate in staff meetings and committees.
* Assist with other duties and responsibilities as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Confidence, professional judgment, and grace under pressure.
* Works well both independently and as part of a team.
* Exceptional communication skills.
* Flexible to respond to an evolving workload.
* Ability to exhibit good rapport with clients of varying ethnic backgrounds and socio-economic status.
* Excellent time management and organizational skills.
* Attention to detail.
* Commitment to the SCHS [mission](http://www.phf.org/AboutUs/Pages/VisionMissionValues.aspx) and [staff values](http://www.phf.org/AboutUs/Pages/Staff_Values.aspx).

**MINIMUM QUALIFICATIONS:**

* High school diploma or equivalent.
* CPR Certification.
* Bilingual (English/Spanish) preferred.

I have read and agree to abide by the job duties indicated above.

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Name Signature Date

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