



**JOB DESCRIPTION**

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<b>Position Title</b>	:	<b>Dental Assistant (CIPO)</b>
<b>Department</b>	:	<b>Faculty of Dentistry</b>
<b>Report to</b>	:	<b>Dean</b>
<b>Reportee (if any)</b>	:	<b>N/A</b>
<b>Location</b>	:	<b>University of Puthisastra, Phnom Penh</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