



JOB DESCRIPTION

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

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