

JOB DESCRIPTION

TITLE: Registered Dental Assistant

REPORTS TO: CMO/ Dental Director

DEPARTMENT: Dental

Location: Via Care Community Health Center

SUMMARY: Under general supervision of the Dental Director or CMO, The Registered Dental Assistant provides a range of clinical, administrative, and staff leadership and support to a full-range dental services operation. Assists in the performance of dental and radiography procedures; prepares and maintains dental equipment and supplies in accordance with established protocol and procedures, policies, standards, and assists in the coordination of day-to-day patient administration, records management, and office support activities. May perform other related work to include, but not limited to, making appointments, answering the phone, ordering supplies and doing the dental billing.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Provides chair-side assistance to dentist in the performance of dental procedures.
- Prepares, sterilizes, and organizes dental supply and dental equipment according to OSHA and Clinic Standards.
- Maintain housekeeping records.
- Sets-up trays for procedures.
- Takes radiographs as directed by dentist (only assistants who have completed courses on radiation safety).
- Develops and processes dental radiographs in accordance with provider orders.
- Assists in the monitoring and maintenance of radiation safety procedures and protocols.
- Orders and maintains inventories of dental clinic supplies.
- Interacts with and processes dental clinic patients.
- Performs telephone triage and conducts patient interviews.
- Maintains dental laboratory slips.
- Creates and maintains dental records in accordance with established protocol and procedures.
- Assists in monthly reporting and quality improvement activities.
- Performs miscellaneous job-related duties as assigned by the Dental Director.
 - Assume the leadership responsibilities associated with any expanded duties that may be delegated by the dentist

MINIMUM QUALIFICATIONS:

- Certificate from accredited dental assistant program
- High school diploma or equivalent
- Successful completion of California Board of Dental Examiners-approved radiation safety course
- 2-4 years' experience directly related to the duties and responsibilities specified.
- Prior experience working with a Federally Qualified Health Center
- Bilingual English/Spanish

SKILLS/REQUIREMENTS:

- Certification as a Registered Dental Assistant required.
- Certificate for coronal polishing recommended.
- Current knowledge of and ability to follow a full range of dental clinical procedures and protocols.
- Knowledge of supplies, equipment, and/or services.
- Knowledge of ordering and inventory control.
- Knowledge of planning and scheduling techniques.
- Ability to work as a team member within a clinical environment.
- Interviewing skills.
- Communication skills.
- Ability to multi-task.
- Knowledge of patient evaluation and triage procedures.
- Ability to set up and prepare dental equipment and instrumentation in accordance with established regulations and guidelines.
- Knowledge of Federal, State, and institutional regulations and guidelines for the provision of dental outpatient services.
- Records maintenance skills.
- Ability to operate, maintain, and troubleshoot a wide range of dental equipment in accordance with prescribed procedures and standards.
- Four-handed dental assisting technique.
- Knowledge of sterilization procedures.
- Knowledge of radiation safety procedures, standards, and protocols.
- Ability to develop and process dental radiographs.

SPECIAL REQUIREMENTS

- Valid California Driver License and automobile insurance coverage;
- Subject to a criminal background check prior to employment; and
- TB clearance, to be renewed every year.