Position Title: Registered Dental Assistant

Summary:
Under the direct supervision of the Dental Director and Dental Manager. Assist in supervising training and orienting Dental Assistants. Assist dentist during examination and treatment plan of patients. Performs other duties related to dental patient care.

DUTIES AND RESPONSIBILITIES:

1. Welcomes and receives patients and visitors with AVFHC Customer Service guidelines in a professional and courteous manner.
3. Responsible for recording patient’s treatment plan, and explains the dental treatment plan to patients under the direction of the dentist.
4. Responsible for arranging dental instruments, materials, and medications on chair side tray in the order they are to be used for a patient’s treatment plan.
5. Responsible for keeping oral operating areas clear during dental procedures by use of suction devices, water sprays, cotton rolls, and holders.
6. Responsible for sterilizing instruments, preparing restorative materials and dental cements, and passes instruments to the dentist.
7. Assists in construction of models of teeth and mouth; pours, trims, mounts, and polished models of plastic or plaster made from impressions taken by the dentist.
8. Observes patient’s respiration, facial coloration, and body reflexes while receiving treatment and alerts Dentist as needed.
10. Assist with front office duties as needed.
11. Assist with ordering dental supplies.
12. Informs patient to bring financial eligibility data if interested in applying for the sliding fee scale dental program.
13. Informs dental private insurance patients to bring insurance information and ID card for billing purposes on the day of their appointment.
14. Schedules dental appointments via the practice management system.
15. Actively participates in the Quality Management Program, and Environment of Care Programs.
16. Responsible for actively participating in the Agency’s Improving Organization Performance Program, to include but not limited to The Joint Commission and Patient Centered Medical Home, Infection Control Program, the Safety Program, and the Emergency Preparedness Program.
17. Obtains Patient Satisfaction Questionnaires (PSQ) to meet department goal of 6% from the total number of dental patients seen.
18. Responsible for following all Agency safety and health standards, regulations, procedures, policies, and practices.
19. Responsible for performing other related duties as assigned.
20. Responsible for following the Agency’s emergency policies and procedures.
21. Assist with dental staff coverage at Dental clinic sites as needed.
REQUIREMENTS:

1. Registered Dental Assistant Certificate.
2. Dental x-ray license.
3. Bilingual (English/Spanish).
4. Typing skills of 35 wpm.
5. Ability to operate AV practice management system and i2i tracks.
6. Ability to deal effectively with the public.
7. Ability to work well with others in a team oriented environment.
8. High School graduate or G.E.D. certificate.
9. Provide transportation from and to other facility sites as needed.

*Arroyo Vista will consider qualified applicants with criminal histories.*