



Job Description: Orthodontic Assistant

JOB TITLE: Orthodontic Assistant

DEPARTMENT: Dental **REPORTS TO:** Orthodontist/Dental Office Manager

Responsibilities include, but are not limited to:

- Take preliminary impressions for study cast and occlusal registration
- Assist the doctor with patient care and treatment as bracket placement, direct and indirect bond of porcelain and traditional brackets, fit bands, remove cement from bands using hand scaler, change arch wires, deliver of orthodontic appliance as expanders, tpa, biteplate, and nance appliance
- Collected diagnostic, records as pictures, cephalometric, panoramic x-rays and charted treatment progress for each patient
- Counsel patient and parent on the importance of oral hygiene, and care for their teeth while in orthodontic treatment. Maintain smooth flow of information via computer network and also perform sterilization techniques
- Give post-operative care instructions as prescribed by the orthodontic by demonstrating good oral hygiene, removable appliances, tooth brushing technique and questioning patients to ascertain home care status, instruct patient/parent in techniques of flossing and brushing in accordance with protocol
- Prepare and arrange needed tools and instruments for scheduled procedures
- Other duties as assigned by the direct Supervisor

Experience:

- Orthodontic Assisting: 2 years (Required)

License:

- Certified Dental Assistant RDA / OA (Required)

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

I have received, read, and understand the Position Description Above

Name/Signature

Date

Center for Family Health & Education
8727 Van Nuys Blvd.
Panorama City, CA 91402

Tel: (818) 899-5555
Fax: (818) 899-5969
www.cffhae.org