



Job Title: Registered Dental Assistant (RDA)

Department: Dental

Days of Work: Tuesday through Saturday

Reports to: Dental Supervisor

Job Summary: The RDA is a member of the oral health team and provides direct and indirect support to the Dentist before, during and after the provision of dental care services.

Essential Duties:

1. Prepare treatment room for patient
2. Prepare patient for dental treatment by welcoming, comforting seating, and draping patient
3. Provides instrumentation by sterilizing and delivering instruments to treatment area; positioning instruments for dentist's access; suctioning; passing instruments
4. Provides materials by selecting, mixing, and placing materials on instruments and in the patient's mouth.
5. Provides diagnostic information by exposing and developing radiographic studies; pouring, trimming, and polishing study casts
6. Educates patients by giving oral hygiene, plaque control, and postoperative instructions.
7. Ensure operation of dental equipment by completing preventive maintenance requirement; call for repairs, when necessary
8. Maintain inventory of dental supplies and order supplies as needed
9. Participate in all safety/compliance programs.
10. Promote patient satisfaction principles and foster an excellent environment for the patient and their family.
11. Other duties as assigned by supervisor

Job Qualifications and Skills:

1. Successfully pass a hands-on practical examination performed on a typodont.
2. Successfully pass a State computerized written examination.
3. Successfully pass a State computerized law and ethics written examination.
4. Successfully complete Board-approved courses in coronal polishing and radiation safety.
5. Successfully complete and show proof of a Board-approved course in Dental Practice Act, an eight (8) hour Board-approved course in infection control and proof of basic life support (CPR) card.
6. Submit fingerprint clearances from both the Department of Justice and Federal Bureau of Investigations.
7. Require knowledge of dental/office equipment, and dental/medical terminology.
8. Must be able to communicate effectively, in English, both verbally and written.
9. Ability to work with diverse populations.
10. Treat all patients and colleagues with dignity and respect.
11. Bilingual English/Spanish required.