

**Community Health Alliance of Pasadena (ChapCare)
Job Description**

Title:	Registered Dental Assistant/Dental Assistant
Department:	Dental Department
Reports To:	Dental Director
Directs:	None
EEOC:	Service Worker
FLSA Status:	Nonexempt
Salary Range:	

Summary

The primary function of the RDA/DA is to provide direct and indirect support to the dentists in the delivery of patient care. The RDA/DA must function under the direct supervision of a dentist.

ChapCare's Expectations of all Employees

- Adheres to all ChapCare's Policies and Procedures
- Conducts self in a manner that represents ChapCare's core values at all times
- Maintains a positive and respectful attitude with all work-related contacts
- Communicates regularly with her/his immediate supervisor about Departmental and ChapCare concerns
- Consistently reports to work prepared to perform the duties of the position
- Meets productivity standards and performs duties as workload necessitates

Duties and Responsibilities

- Call patients from the waiting room, guide them to the dental chair and at the conclusion of the visit, walk patients to the front to arrange follow-up appointments according to the dentist's instructions.
- Review patient medical history, ensuring it is completely filled out and alerting the dentist of medical conditions prior to procedures.
- Take blood pressure readings.
- Take, radiographs, as directed by clinician.
- Assist with coronal polish, as requested by provider (RDA only)
- Take and pour study model impressions, as directed by clinician.
- Prepare the patient and set up dental procedure trays.
- Assist dentist during patient procedures.
- Clean and disinfect operatory and equipment according to established infection control and safety guidelines.
- Stock rooms in between patients.
- Sterilize and organize dental instruments.
- Maintain equipment according to manufacturer recommendations to ensure good working order.
- Follow CHAP standards for Universal Precautions when working with potentially infectious materials (blood or body fluids).
- Cooperate with other personnel to achieve department objectives and maintain good employee relations.
- Demonstrate attitude of cooperation and professionalism.
- Maintain harmonious relationship with unit/co-worker, providing support and assistance to co-workers to ensure quality patient care.

- Seek appropriate input from manager on interpersonal relationships that affect unit harmony and patient care.
- Participate in educational programs, in-service meetings and outreach.
- Maintain confidentiality of all patient and employee information.
- Other duties as assigned by the Dental Site Lead, Office manager and/or Dental Director

Prior Experience:

- Previous experience working in a private or community dental clinic preferred.

Personal qualities:

- Displays cheerful demeanor and makes positive comments when on duty.
- Refrains from participation in harmful gossip, dysfunctional group interactions, and divisive behavior.
- Displays courteous and professional behavior in all interactions with the public.
- Works cooperatively with providers and other leads and staff members
- Displays flexibility in accepting, changing, or carrying out assignments.
- Adheres to dress code expectations.
- Displays sensitivity in a multi-cultural environment.

Education Requirement:

- High School diploma or higher
- Completion of DA/RDA course
- Current DA/RDA License (RDA license is renewed every 2 years)
- Current CPR certificate
- Dental Radiation and Safety Compliance Certificate
- Basic computer skills
- Certificate of completion of Board-approved 8-hour course on Infection Control
- Certificate of completion of Board-approved 2-hour course on California Dental Practice Act

Physical Demands/Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to drive to all ChapCare facilities as needed. The ability to sit for extended periods of time. The employee must occasionally lift and/or move up to 25 pounds.

Travel, generally within the Greater San Gabriel Valley and/or Greater Los Angeles, may be required on an occasional basis.

Acknowledgement of Receipt

I have reviewed this job description and understand that my supervisor can answer any questions I may have about what is expected of me in this position.

Employee Name

Employee Signature

Date

Employee Name: _____

Job Title: DA/RDA	Hrs. Worked Per Day: 8	Hrs. Worked Per Week: 40
-------------------	------------------------	--------------------------

Activity (Hours per day)	Never 0 Hours	Occasionally Up to 3 Hours	Frequently 3-6 Hours	Constantly 6-8+ Hours
Sitting			X	
Walking			X	
Standing		X		
Bending (neck)		X		
Bending (waist)		X		
Squatting		X		
Climbing (Stairs)		X		
Kneeling		X		
Crawling	X			
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use: Dominant hand R L			X	
Is repetitive use of hand			X	
Simple Grasping (right hand)		X		
Simple Grasping (left hand)		X		
Power Grasping (right hand)		X		
Power Grasping (left hand)		X		
Fine Manipulation (right hand)		X		
Fine Manipulation (left hand)		X		
Pushing & Pulling (right hand)		X		
Pushing & Pulling (left hand)		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		
Keyboarding with both hands		X		

Weight	LIFTING					CARRYING				
	Never 0 Hours	Occasionally Up to 3 Hrs.	Frequently 3-6 Hrs.	Constantly 6-8+	Height	Never 0 Hours	Occasionally Up to 3 Hrs.	Frequently 3-6 Hrs.	Constantly 6-8+	Distance
0-10 lbs				X	40"			X		25 ft
11-25 lbs		X			40"		X			25 ft
26-50 lbs		X			___		X			___
51-75 lbs	X				___	X				___
78-100 lbs	X				___	X				___
100+ lbs	X				___	X				___

Describe the heaviest item required to carry and the distance to be carried:
 A box of dental supplies that can includes gloves, disinfectant, plater, etc. for approximately 50 feet. Employees have access to utility carts to carry/transport items.

Other job requirements specific to the Job :

- Working with Bio-hazards such as blood borne pathogens, sewage? NO _____ YES X
- Exposure to radiation? NO _____ YES X
- Other : _____

Acknowledgement of Receipt

I have reviewed the job description and the physical requirements of the position. By signing below I am affirming that I understand what the expectations of the position are and that I am able to perform all services with or without reasonable accommodations.

Employee signature: _____ Date _____