JOB DESCRIPTION

Job Title: Dental Assistant
Reports To: Dental Director
FLSA Status: Non-exempt

SUMMARY
Dental assistants work under the supervision of dentists and are responsible for a wide range of tasks in the dental office, ranging from patient care to administrative duties to laboratory functions. The dental assistant position is flexible and varied in the dental office and requires a diverse set of skills: clinical, clerical, interpersonal, and technological.

ESSENTIAL DUTIES AND RESPONSIBILITIES including the following. Other duties may be assigned.

1. Chair-side Assisting: Assists the dentist in providing dental treatment
   - Prepare and maintain dental instruments, supplies and equipment
   - Collect and record patient health histories
   - Take and record patient vital signs
   - Patient management during dental procedures
   - Instrument transfer
   - Dental procedure isolation techniques
   - Preparation of dental materials, cements, amalgam, composite, impression materials, etc.
   - Dental charting
   - Prevention and management of dental medical emergencies
   - Inventory control and management

2. Expanded Functions
   - Taking dental x-rays
   - Applying topical fluoride treatments
   - Placing topical medications

3. Dental Infection Control Procedures
   - Managing the dental office infection control plan to meet OSHA, CDC and ADA standards
   - Instrument cleaning, sterilization/disinfection, and re-circulation
   - Dental treatment room disinfection

4. Dental Laboratory Procedures
   - Pouring impressions to make stone and plaster models
   - Model trimming
   - Fabricating mouth guards, bleaching trays, fluoride trays, and custom impression trays.

5. Patient and Community Education
   - Delivering patient personal oral care instructions
   - Explaining the treatment plan that the dentist has decided upon
   - Delivering community dental health presentations
   - Planning and setting-up health fair booths

6. Assisting with Front Office Duties
   - Scheduling and confirming appointments
   - Handling patient reception
   - Managing patient records
   - Managing business records
   - Following accounting/book keeping procedures
   - Processing patient insurance
   - Preparing written business communications
   - Handling marketing for the dental department