



DENTAL ASSISTANT JOB DESCRIPTION

Job Title: Dental Assistant

Reports to: Dental Director, Clinic Manager, and Chief Medical Officer

Job Status: Full-time / Part-time

FLSA Status: Nonexempt

Revised: 02/10/2021

Summary: The Dental Assistant assists the Dental Hygienist by setting up the dental equipment, sterilizing instruments, prepares patient rooms, and other duties as instructed by the Dental Hygienist.

Essential Functions:

- Gather patient information and perform health background.
- Collect and record medical and dental patient histories.
- Provide patient care and support.
- Take X-rays of patient's teeth and process results.
- Prepare the work area for procedures.
- Assist Dental Hygienist by providing instruments and equipment and taking notes when needed.
- Educate patients on good oral hygiene habits.
- Prepare materials for crowns or dental impressions.
- Perform coronal polishing, sealant application, fluoride application, and topical anesthetic application as needed.
- Direct patients and maintain schedule.
- Stock treatment areas and monitor inventory.
- Perform other duties as assigned.

Education and Experience:

- Dental Certification or Associate Degree in an accredited dental assistance program required.
- Degree from school accredited by the Commission on Dental Accreditation (CODA); American Dental Association preferred.
- Dental Assisting certification: Licensed, registered, or certified by the Dental Assisting National Board (DANB); preferred.
- Dental x-ray certification; preferred.
- Minimum of one (1) year experience as a dental assistant; preferred.

Desired Skills/Abilities:

- Excellent observational skills and attention to detail.



- Knowledge of aseptic and sterilization techniques.
- Able to work in an intense, concentrated environment.
- Bilingual in Spanish; preferred.

Work Environment:

- Fast-paced environmentally controlled medical office environment
- Frequent interaction with a diverse population including team members, providers, government officials, patients, insurance companies and other members of the public.

Physical Demands:

- Prolonged periods of standing and bending.
- Frequent sitting, writing, typing, grasping, and speaking.
- Occasional standing, walking, reaching, bending, stooping, lifting, and carrying.
- Lifting, carrying, pushing and pulling up to 25 pounds.
- Frequent use of computer, keyboard, copy and fax machine and telephone.

SCMC has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the team member's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors, managers, executives, or officers as deemed appropriate. This document does not represent a contract of employment, and SCMC reserves the right to change this job description and/or assign tasks for the team member to perform, as SCMC may deem appropriate.

I have received and reviewed the job requirements listed above.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date