



## JOB DESCRIPTION

<b>Job title</b>	<i>Dental Assistant</i>	<b>FLSA Class:</b>	<i>Non-Exempt</i>
<b>Department</b>	<i>Dental Clinic</i>	<b>Position Type:</b>	<i>Full Time</i>

### Job purpose

Under the general supervision of Dental Director and Community Health Center Director, the Dental Assistant and Registered Dental Assistant is responsible for assisting doctors in dental procedures, post-op instructions, and patient education and record keeping. This position is also responsible for increasing the oral health education knowledge in the Community.

### Duties and responsibilities

- Direct and maintain patient flow, including patient admission and dismissal to assure efficient delivery of services.
- Prepare all necessary trays for dental procedures.
- Take, develop and mount X-rays.
- Assist dentist during dental procedure in an efficient and professional manner.
- Explain post-op instructions to patients in a clear and concise manner. Distribute written instructions to patients if necessary.
- Ensure that OSHA and CDC guidelines are followed when cleaning/sterilizing instruments and workstations.
- Assist with the maintenance and lubrication of equipment.
- Assist with dental inventory control.
- Perform various clerical duties as needed.
- Schedule patient appointments, assists with patient registration and bills third party payers.
- Create development plan with supervisor of strengths and development areas.
- Maintain ongoing training opportunities as deemed appropriate to career track.
- Attend any necessary workshops and trainings, as appropriate or required.
- Perform other duties as assigned

### Qualifications

- Certified Dental Assistant with X-ray License.
- Minimum of one year prior experience handling with back and front dental office work.
- Working knowledge and experience in all phases of dental procedures.
- Demonstrated ability with 4-handed and 6-handed dentistry.



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- Familiar with practice management systems and digital radiography
- Good written and oral skills in English.
- Fluency in spoken Spanish or Chinese (Mandarin or Cantonese) with ability to translate into English is preferred.
- Demonstrated sensitivity in working with people of various lifestyles and cultures

### **Direct reports**

Dental Supervisor