



Dental Assistant (DA) Job Description

Position: Registered Dental Assistant

Reports to: Office Manager

Time/Status: 1.0 Regular, Non-Exempt

Benefits: Full Time

Position Summary

Dental Assistants are responsible for providing hands-on support to Dentists and completing prep work so they can more efficiently care for patients. Their duties include completing intake paperwork and updating patient records, sterilizing and organizing dental tools and assisting during dental procedures.

Duties/Responsibilities

- Seats patient in chair and explains procedures to be performed
- Collects and records patient's health history, takes and records vital signs
- Follows proper infection control protocols for the practice
- Provides active chairside assistance - transfers instruments as appropriate for four-handed dentistry; anticipates the dentist's needs
- Manages the patient during dental procedures
- At the conclusion of the procedure, assists patients, clears operatories of instruments and other materials; follows proper infection control protocols and prepares the operatory for the next patient
- Cleans and sterilizes all instruments; helps to manage the dental office infection control plan to meet OSHA, CDC and ADA standards
- Proper disposal of all contaminated or potentially contaminated materials in accordance with dental department directive, center policy as well as state and federal regulations
- Prepares, maintains and sterilizes dental instruments, supplies and equipment
- Performs, monitors and records all sterilization activities
- Maintains inventory/supplies and places orders
- Helps to manage patient flow in clinic
- Prepares dental materials—cements, amalgams, composites, impression materials, etc.
- Takes and prepares radiographs using conventional or digital technology and following proper radiation safety precautions
- Assists with dental charting as appropriate
- Assists in the prevention and management of dental emergencies
- Takes impressions for study casts, athletic mouth guards and custom tray

- Performs laboratory procedures neatly and efficiently
- Pours models, properly trim models, polish dental prostheses, make vac-u-press forms
- Monitors and documents the flow of laboratory cases; maintains lab facility
- Monitors the flow of laboratory cases
- Maintains proper aseptic techniques necessary with dental equipment; maintains and properly sterilizes instruments
- Routinely cleans, disinfects and restocks operatories
- Scans reception room for patients and helps to manage patient flow
- Maintains and inventories dental supplies and re-orders as necessary; tracks and verifies invoices
- Performs miscellaneous duties within the Dental Program as assigned
- Excellent telephone skills. Makes and receives calls consistent with dental matters, clinic business and patient care.
- Patient registration, cancelation and re-scheduling of appointments, using EMR system
- Punctuality and Attendance: This is an essential job duty for CCCHC's employees given the impact on patients.
- All duties as assigned.

Behavioral Qualities

- Ability to foster a cooperative work environment
- Effective verbal and written communication skills
- Ability to work independently with a minimum of supervision
- Responds constructively to pressure situations and time limits
- Accepts and offers guidance and supervision as appropriate
- Attends and participates in staff meetings to review team progress in meeting financial and productivity goals for the dental program
- Professional, pleasant and effective representation of the organization
- Places a high value on personal and departmental performance excellence
- Adheres to office dress code and standards of behavior
- Maintains patient confidentiality

Mental Demands:

- Tactful, Diplomatic, Empathetic
- Communicate effectively and tactfully with patients, managers and other levels of personnel, in person and on the telephone.
- Pay close attention to detail.
- Organize and schedule work effectively.
- Handle multiple tasks.
- Work in a fast-paced environment.

Working Conditions and Physical Demands

- Work involves exposure to unusual elements such as unpleasant odors and/or loud noises

- Moderate physical activity. Requires handling average-weight objects up to 15-20 pounds, assisting with patients and standing and/or walking for most the day
- Will work with blood or blood-borne pathogens and will require OSHA training
- Work environment involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment
- General medical office activities - walking, standing, sitting, talking, lifting, typing, etc.

Education/Licensure Requirements

- Valid DA license
- Current CPR/AED certification
- Valid X-ray certificate
- Bilingual English/Spanish is preferred

REMARKS: Management has the right to add or change duties and job requirements at any time. In addition, the employer may consider whether the individual applying for or holding the position is qualified. There are two steps involved in this determination. The first concerns whether the applicant or current employee satisfies the prerequisites for the position. The second step involves whether the person can perform the essential functions with or without reasonable accommodation.

We offer a dynamic work environment with competitive salaries and benefits. Central City provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Central City complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

I have read the above job description and agree to perform the duties and responsibilities as described above. I understand that this job description is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities that may be required of me as a staff dentist.

Print Name

Employee Signature

Date