

## **T.H.E. Health and Wellness Centers**

### **JOB DESCRIPTION**

*POSITION:* **REGISTERED DENTAL ASSISTANT**  
*DEPARTMENT:* DENTAL UNIT  
*STATUS:* Full-Time, Non-Exempt

#### **POSITION SUMMARY:**

Under the direction of Dental Director, Registered Dental Assistant will be responsible for providing both clinical and administrative support in a clinical unit(s) and/or affiliated practices, working alongside dentists, dental hygienists, and dental technicians. The Registered Dental Assistant must be knowledgeable in all dentistry procedures, clinic infection control procedures, cleaning and sterilization, tray setup, and materials. This position will require travel between clinic sites.

#### **Essential Duties and Responsibilities:**

- Place sealants on teeth approved by the dentist.
- Perform coronal polishing as directed by the dentist.
- Place bases, liners, bonding agents.
- Chemically prepare teeth for bonding.
- Place, adjust, and finish direct provisional restorations.
- Adjust dentures extra-orally.
- Remove excess cement from surfaces of the teeth with a hand instrument.
- Mouth mirror inspections of the oral cavity, to include charting of obvious lesions, existing restorations, and missing teeth.
- Organizes and prepares trays, set up and lays out instruments for dental procedures.
- Preps patients and handles instruments and other materials to be used during dental procedures.
- Obtains vital signs and monitors patients for complications.
- Questions patients about their medical history and recording the information for Dentist's reference.
- Obtains patients' dental history and records.
- Ensures health history is updated and scanned in to eCW system.
- Exposes and processes digital radiography or traditional x-rays.
- Practices radiation safety at all times when using dental radiographs operators.
- Takes impressions of patients' teeth for casts.
- Uses suction and swabs to keep patients' mouths clear and dry during procedures.
- Applies topical anesthetic to patients' mouths.
- Removes stitches.
- Makes temporary crowns/ restorations as instructed by the dentist.
- Advising patients on dental care.

- Making patients feel comfortable before, during and after dental treatment.
- Cleans up following procedure, disposes of all waste in an appropriate fashion, and disinfects area after each patient and sets up for next patient in accordance with established procedures.
- Sterilizes dental instruments and equipments
- Maintains an inventory of dental instruments, equipment, and supplies in the dental operatory.
- Organizes supplies and equipment to minimize loss and maximize utilization.
- Reports equipment malfunctions to direct supervisor and follows up with repair technicians as needed.
- Schedules appointments, maintains records, sends bills, answers phones, and other office duties.
- Performs regular audits to ensure that no expired materials exist in the patient care areas.
- Ensure compliance with policies and procedures and regulatory agencies rules and regulations.
- Provides patient education and treatment planning information as directed.
- Assesses emergency situations and provides necessary and proper response when appropriate in accordance with emergency protocols
- Promotes positive working relationships with community agencies and with other departments.
- Establish and maintain courteous, cooperative relationships with staff, volunteers and the public, portraying the mission of T.H.E.
- Promotes delivery of quality patient care.
- Ability to perform four handed dentistry techniques.
- Work in conjunction with staff dentists/dental director to develop and implement preventive dental activities for the community.
- Knowledge of patient scheduling procedures.
- Ability to plan work duties to ensure dental clinic efficiency.
- And all other duties as assigned.

### **Essential Skills and Experiences**

- Provide strong customer service to staff and community.
- Proven organizational and problem solving skills.
- Able to track details and manage multiple projects simultaneously.
- Excellent interpersonal and communication skills (oral and written).
- Basic understanding of financial/budgeting process.
- Ability to handle and track details and verify accuracy.
- Completes work on time with quality results and can manage multiple interruptions.

**Education and Qualifications:**

- Must hold a current Registered Dental Assistant license from the State of California.
- High school diploma or GED (preferred 2 years of college).
- Current CPR Certification
- Have Radiation ( X-ray) Certificate
- Have Coronal polishing credentials
- Have sealant placement credentials
- Radiation Safety Certification or completion of radiation safety course approved
- Excellent communication (oral and written) and interpersonal skills.
- A valid California Driver's license, and access to insured automobile.
- Flexible, mature individual who is capable of decision making and problem solving.
- Ability to work with all levels of management.
- Ability to work effectively and collaboratively.
- Advanced computer skills, including word processing, spreadsheet, email, etc. Experience using electronic health records preferred.
- Ability to work with people of diverse cultural, educational, social, and economic backgrounds.
- Fluency in Spanish highly desirable.