

REGISTERED DENTAL ASSISTANT

Sunland, CA

Description

REGISTERED DENTAL ASSISTANT (RDA) JOB SUMMARY

Responsible for preparing the patient for the treatment, assist the dentist in performing their treatment to the patient in restorative dentistry or oral surgery, prepare materials and equipment for treatment and have them ready for the dentist's use, take x-rays and assist the dentist in laboratory work. May perform other duties related to work

May perform the following procedures:

- All duties that a dental assistant is allowed to perform
- Mouth-mirror inspections of the oral cavity, to include charting of obvious lesions, existing restorations, and missing teeth
- Apply and activate bleaching agents using a nonlaser light-curing device
- Use of automated caries detection devices and materials to gather information for diagnosis by the dentist
- Obtain intraoral images for computer-aided design (CAD), milled restorations
- Pulp vitality testing and recording of findings
- Place bases, liners, and bonding agents
- Chemically prepare teeth for bonding
- Place, adjust, and finish direct provisional restorations
- Fabricate, adjust, cement, and remove indirect provisional restorations, including stainless steel crowns when used as a provisional restoration
- Place post-extraction dressings after inspection of the surgical site by the supervising licensed dentist
- Place periodontal dressings
- Dry endodontically treated canals using absorbent paper points
- Adjust dentures extra-orally
- Remove excess cement from surfaces of teeth with a hand instrument
- Polish coronal surfaces of the teeth
- Place ligature ties and archwires
- Remove orthodontic bands
- *Remove excess cement with an ultrasonic scaler from supragingival surfaces of teeth undergoing orthodontic treatment (if he or she has completed a board- approved registered dental assistant educational program in those duties, or if he or she has provided evidence, satisfactory to the board, of having completed a board-approved course)
- *The application of pit and fissure sealants (if he or she has completed a board- approved registered dental assistant educational program in those duties, or if he or she has provided evidence, satisfactory to the board, of having completed a board-approved course)

Requirements

REGISTERED DENTAL ASSISTANT (RDA) EDUCATION, TRAINING AND EXPERIENCE

- High School Diploma or GED certification
- Certification as a Registered Dental Assistant required
- Proof of completion of the following:

- Course in Radiation Safety of at least 32 hours.
- Course in Coronal Polishing of at least 12 hours.
- 2-hour course in the California Dental Practice Act
- 8-hour course in Infection Control
- Certification in a Basic Life Support course through the American Red Cross, the American Heart Association, the American Safety and Health Institute, the American Dental Association's Continuing Education Provider Recognition (CERP) program, or the Academy of General Dentistry's Program Approval for Continuing Education (PACE).
- ***Spanish speaking preferred, not required***

REGISTERED DENTAL ASSISTANT (RDA) KNOWLEDGE, SKILLS AND ABILITIES

- Effective oral communication skills in Spanish preferred.
- Proficiency with computer applications such as Microsoft Excel, Power Point and Word.
- Ability to learn and utilize patient management software and dental practice software.
- Flexible and able to multi-task; can work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities and guiding investment in people and systems
- Ability to find solutions when barriers are identified.
- Strong documentation skills.
- Ability to multi-task and prioritize when needed.
- Ability to independently seek out resources and work collaboratively.
- Ability to read, understand and follow oral and written instructions.
- Experience and work ethics that supports working within a high functioning, team-oriented environment.
- Demonstrates a willingness and ability to work under supervision.
- Ability to develop and maintain good working relationships with staff.
- Ability to use computer and learn new software programs.
- Excellent interpersonal skills reflecting clarity and diplomacy and the ability to communicate accurately and effectively with all levels of staff and management.
- Demonstrates ability to work in a regulatory climate that includes oversight of state and federal entities, payer contracts etc.
- Possesses ability to communicate effectively, both verbally and in writing.
- Possesses genuine respect for others and acceptance of their individual social and cultural traits.
- Proficient knowledge of Microsoft Outlook.
- Able to travel and attend professional meetings, conferences, trainings and clinic sites.
- Demonstrate flexibility, enthusiasm, and willingness to cooperate while working with others in multi-disciplinary teams.
- Proficiency and/or ability to expand knowledge of department specific key performance indicators. This includes interrupting data and ability to generate, as well, share self-service reports. In addition, the ability use reports/data to drive decision making.
- Performs other related duties as assigned.

REGISTERED DENTAL ASSISTANT (RDA) PAY RATE: \$23-25/hr

REGISTERED DENTAL ASSISTANT (RDA) BENEFITS:

- Medical, Dental and Vision – 100% paid by Employer
- Life Insurance and Accidental Dismemberment – 100% paid by Employer
- Wellness Day Off

- Paid Holidays
- Paid Time Off
- 401(k)
- 401(k) Matching
- Flexible Spending Account
- Fringe
- Supplemental Insurance

NOTE: The essential job functions for this position include, but may not be limited to those listed in this job description. Employees hired for this position must be able to perform the essential functions of this job without imposing significant risk of substantial harm to the health or safety of themselves or others

We are committed to providing equal employment opportunities to all applicants, including those with arrest or conviction records. In accordance with the ULAC Fair Chance Ordinance, we will not inquire about or consider criminal history until after a candidate has received a copy of their background check report. All applicants will be evaluated based on their qualifications and ability to perform the essential functions of the job. For more information, please refer to [LA County Fair Chance Hiring](#).