



JOB DESCRIPTION

POSITION: Dental Assistant - Temporary

REPORT TO: Clinic Manager

JOB OVERVIEW: Perform basic supportive dental procedures under the supervision of a dentist.

DUTIES AND RESPONSIBILITIES:

- Greet and seat patients according to schedule and directed by the receptionists.
 - Greet patients and escort them from the waiting room to the dental operatories. Review reasons for patient's visit.
 - Prepare the patient and the operatory for treatment, including updating patient chart, preparing instruments, etc.
 - Communicates effectively and respectfully with people from different racial ethnic and cultural groups and from different backgrounds
- Under General Supervision
 - Extra-oral duties or functions as specified by the supervising dentist.
 - Operate dental radiographic equipment for the purpose of oral radiography (must be board certified)
 - Additional duties may be assigned from time to time.
 - Maintain x-ray solution containers
- Under Direct Supervision
 - Taking of impressions for diagnostic and opposing models
 - Applications of non-aerosol and non-caustic topical agents
 - Removal of post-extraction and periodontal dressings.
 - Placement of elastic orthodontic separators
 - Removal of orthodontic separators
 - Assisting in the administration of nitrous oxide analgesia, under specified conditions
 - Holding anterior matrices
 - Removal of sutures, arch wires, ligature ties
 - Taking of intra-oral measurements for orthodontic procedures
 - Application of topical fluoride after scaling and polishing by the supervising dentist or a registered dental hygienist.
 - Placement and removal of rubber dams.
 - Placing, wedging and removal of matrices.

QUALIFICATIONS:

- Successful completion of a dental assisting program such as ROP
- 1+ year experience preferred
- Experience working with children
- Bi-lingual (Spanish) preferred.

Dientes is committed to providing culturally appropriate services. The ideal candidate will communicate effectively and respectfully with people from different racial, ethnic and cultural backgrounds and lifestyles and demonstrate a knowledge of, and sensitivity to, our patients' diverse needs.

www.dientes.org