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## JOB DESCRIPTION

**POSITION:** **Dental Assistant (DA)**

**REPORT TO:** Back Office Manager

**JOB OVERVIEW:** Perform basic supportive dental procedures under the supervision of a dentist; must be available to work Saturdays

### **Dental Assistant Duties & Responsibilities**

#### ***Under General Supervision***

- Greet and seat patients according to schedule and directed by the receptionists
- Take patients from waiting room to dental operatories and review reasons for visit
- Prepare the patient and the operatory for treatment, including updating patient chart, preparing instruments, etc.
- Communicate effectively and respectfully with people from different racial ethnic and cultural groups and backgrounds
- Operate dental radiographic equipment for oral radiography (must be board certified)
- Maintain x-ray solution containers
- Additional duties as needed

#### ***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

## **Dental Assistant Qualifications**

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

Dientes offers a rewarding career with excellent work/life balance, generous paid time-off and comprehensive employee health benefits program which includes medical, dental, vision, life and disability coverages, as well as a 403B retirement plan with a company match. 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](http://www.dientes.org)