

## **JOB DESCRIPTION**

**POSITION:** Registered Dental Assistant (RDA)

**REPORT TO:** Lead DA

**JOB OVERVIEW:** Performs supportive dental procedures under the supervision of a dentist, must be licensed; Must be available to work Saturdays

### **DUTIES AND RESPONSIBILITIES**

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

- Perform all duties assigned to dental assistants, under the supervision of a licensed dentist.
- Mouth-mirror inspection of the oral cavity, to include charting of obvious lesions, existing restorations and missing teeth.
- Placement and removal of temporary sedative dressings

#### ***Under Direct Supervision***

- Obtain endodontic cultures
- Dry canals, previously opened by the supervising dentist, with absorbent points.
- Test pulp vitality
- Placing of bases and liners on sound dentin
- Removal of cement excess from supragingival surfaces of teeth
- Sizing of stainless steel crowns, temporary crowns, and bands
- Coronal Polishing (Board approved course required)
- May perform this function prior to rubber dam application; placement of bands, crowns and restorations; fluoride application, acid etch procedures; or after removal of dressings and packs.

#### ***Other Duties***

- Stock, clean and prepare operatories
- Seat patients and have proper set-up procedures before doctor enters
- Update health history if needed
- Assist the doctor at the chair
- Chart patients services
- Dismiss patients and complete their charts
- Prepare operatories for next patient
- Pour and trim study models
- Oil hand pieces, sterilize instruments
- Keep supplies stocked
- Change plaster trap monthly

- Clean impression trays daily
- Clean operatories
- Direct Doctor to the next patient
- Other duties as assigned

## **QUALIFICATIONS**

- Must possess a valid Registered Dental Assistant License from the Dental Board of California
- 2+ years experience preferred
- Coronal Polishing and X-ray Licenses
- 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.

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