



## **JOB DESCRIPTION**

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Position: Dental Assistant  
Function: Dental Assisting  
Reports To: Clinic Manager

Department: Clinical  
FLSA: Non-Exempt  
EEO Class: Service Workers

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### **Position Summary**

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

### **Essential Functions/Responsibilities**

- General Supervision:
  - Extra-oral duties or procedures specified by the supervising licensed dentist, provided that these duties or procedures meet the definition of a basic supportive procedure.
  - Operate dental radiography equipment for oral radiography and have a radiographic safety certificate.
  - Perform intraoral and extraoral photography.
- Direct Supervision:
  - Apply non-aerosol and non-caustic topical agents.
  - Apply topical fluoride.
  - Take intraoral impressions for all non-prosthetic appliances.
  - Place and remove rubber dams or other isolation devices.
  - Place, wedge, and remove matrices for restorative procedures.
  - Remove post-extraction dressings after inspection of the surgical site by the supervising licensed dentist.
  - Cure restorative or orthodontic materials in operative site with a light-curing device.
- Patient Care
  - Manage patient flow to maximize patient access and service by ensuring dental exam rooms are adequately stocked and are ready for patients.
  - Prepare patients for dental examination by taking and recording vital signs and medical/dental histories.
  - Help patients feel comfortable before, during and after dental treatment
  - Effectively communicate request from patients to dentist or dental care team members.
  - Assist the dentist during a variety of treatment procedures such as taking dental x-rays.
  - Clean, sterilize, and maintain an adequate supply of functioning instruments and equipment.
  - Prepare instruments, materials and medication for use in dental procedures. o Instruct patients in oral hygiene and plaque control programs.
  - Provide patients with instructions for oral care following surgery or other dental treatment procedures.
  - Record treatment information in patient records using Electronic Dental Records system.

- Commitment to Quality:
  - Demonstrate a commitment to excellent patient experience and quality outcomes in equal measure.
  - Communicate and work effectively with providers and other members of the dental care team to best serve patients. Contribute to a welcoming clinical space and healthy work environment through proactive relationship building, direct communication and sound judgment.
  - Engaged participation in huddles, staff meetings, team building activities and assigned development opportunities. Continue your professional development through participation in educational opportunities.
  - Adherence to all Dientes' ethical and professional standards, including Dientes policies and procedures.

### **Education and/or Experience**

#### **Required:**

- A high school diploma or its equivalent.
- DA Certification and prior experience working as a Dental Assistant
- Possession of radiological safety license.
- Current CPR certification, proof of current TB test, Hepatitis Vaccine, and recent physical exam.
- Computer literate and have experience with Microsoft Word, Outlook, and Excel.
- Possession of up-to-date CPR certification and completion of yearly OSHA training.

#### **Preferred:**

- Bilingual (Spanish/English)
- 2 years' experience working as a DA post certification
- Experience with Dentrix and other database programs

### **Skills/Specialized Knowledge**

- Willingness to be trained and have the ability to retain information of the assigned duties and responsibilities.
- Strong organizational skills and technical acumen to carry out above assigned duties.
- High attention to detail and ability to multi-task.
- Superior customer service /patient care skills with ability to communicate effectively – verbally and inwriting - with varying audiences.
- Ability to work well independently and as a part of a team with demonstrated dedication to excellence. Personal integrity manifested in a positive and credible image
- Established comfort working with diverse cultures, backgrounds, lifestyles and experiences

### **Physical /Mental Demands**

- Standing, walking, sitting, typing, reaching, bending, moving and/or lifting up to 50 pounds.
- Performs a variety of duties, often quickly, switching from one task to another
- Performs with frequent interruptions or distractions
- Completes specific tasks within established time guidelines
- Adjusts priorities quickly as circumstances dictate.
- Ability to interact appropriately with colleagues for different purposes in different contexts
- Ability to interact in a professional and respectful manner to external customers and vendors
- Ability to remain in a stationary position a minimum of 50% of the time
- Must be able to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office machinery such as a calculator, copy machine, computer printer, etc.

- Must have the ability to see visually at close and long distances, have the ability to hear/listen, speak, interpret written text and/or numeric data, accurately interpret written and verbal instructions

**Work Environment/Other**

- Clinic/Patient Care/Dental Environment

The intent of this job description is to provide a representative summary of the major duties and responsibilities to be performed. It should be noted, therefore, that associates may be requested to perform job related tasks other than those specifically presented in this job description.

I acknowledge that I have received a copy of my job description and will perform the duties to the best of my ability.

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Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date