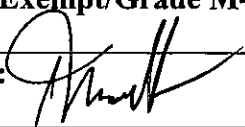




**Amistad Community Health Center**

<b>Title: Registered Dental Assistant</b>	<b>Department: Dental Services</b>
<b>Supervisor: Director of Dental Services</b>	<b>FLSA Status: Non-Exempt/Grade M-2</b>
<b>Created: September 10, 2019</b>	<b>Approved By CEO:</b> 

**GENERAL SUMMARY OF DUTIES:**

The Registered Dental Assistant is responsible for preparing the patient for the treatment, assist the dentist in performing their treatment to the patient in restorative dentistry, 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 related work to include, but not limited to, making appointments, answer the phone, ordering supplies and doing the dental billing.

**Supervises:** No supervisory responsibilities.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Assists patients in resolving minor difficulties, answering their questions, explaining treatment recommended by the dentist and giving directions to patients as authorized by the dentist or dental hygienist.
- Serves as dentist's chair-side assistant.
- Prepares the operatory for patient treatment as per the dentist's directions.
- Exposes and develops dental radiographs in accordance with state regulations and laws. Changes fixer and developer and cleans developer periodically.
- Performs independent procedures as delegated and directed by the dentist in accordance with state regulation and law.
- Maintains Dental Department equipment in accordance with manufacturer's directions and Dental Department policy and protocol. Keeps a log on all inspections of equipment.
- Maintains all Dental Department areas in compliance with infection control, exposure control and safety issues. Responsible for weekly spore testing of autoclave and keeping results in a log.
- Maintains adequate operatory supplies and compiles a list of individual item shortages for inventory control and ordering purposes.
- Receives and places necessary telephone calls consistent with professional matters, clinic business and with patient care of the Dental Department.
- Assists with various clinical and administrative functions of ACHC as appropriate.
- Insures the sterility of all reusable dental instruments and equipment.

- Insures the proper disposal of all contaminated or potentially contaminated materials in accordance with state and federal regulations.
- Performs all functions in full compliance with the Department Exposure Control Plan including but not limited to the use of Personal Protective Equipment and Universal Precautions.
- Participates in appropriate health promotion / disease prevention activities, both on-site and off-site as required.
- Responsible for personal compliance in full with all applicable federal, state, local and ECDC rules, regulations, protocols and procedures including but not limited to the participation of a Dental Assistant in the provision of clinical dental care, as well as those relating to, but not limited to personnel issues, work place safety and public health.
- Supports the agencies Mission, Vision and Values Statement.
- Performs all other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### ***REQUIRED***

- Registered Dental Assistant Certificate is required
- CPR/BLS is required
- Ability to attend to multiple tasks at the same time and to prioritize assignments and responsibilities to ensure compliance with established deadlines and protocols.
- Learn and retain information regarding patient care procedures
- Project a pleasant and professional image
- Plan, prioritize and complete delegated tasks
- Have compassion and caring in dealing with others
- Perform tasks appropriately and efficiently
- Tact and diplomacy in interpersonal interactions
- Understanding patient education needs and how to share information with patients and families effectively

### ***PERFERRED***

- Communicate in English and Spanish

### **EDUCATION:**

High School Diploma or GED

### **QUALIFICATIONS:**

Certification as a Registered Dental Assistant required

CPR/BLS required

### **EXPERIENCE:**

Minimum of two (1) year of experience of RDA.

### **PHYSICAL/MENTAL DEMANDS:**

Must be able to use appropriate body mechanics and techniques when making necessary patient transfers and helping patients with walking, dressing, etc. Must be able to lift 30 pounds of supplies.

### **ENVIRONMENTAL/WORKING CONDITIONS:**

Ambient room temperatures, lighting and a traditional office environment exists. May experience traumatic situations including psychiatric and medical crisis situations within the environment; some exposure to hazardous materials or

physical risks requiring basic safety precautions; exposure to blood borne pathogens requiring PPE. Exposure to virus, disease, and infection.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as needs evolve.

*The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work. The health center reserves the right to revise or change job duties and responsibilities as the business need arises. Additionally, this job description is not intended as an employment contract, implied or otherwise, and the Center continues to maintain its status as an at-will employer.*

*I hereby acknowledge that I have read and understand the above mentioned job duties, qualifications, policies, and procedures for this position. I also certify that I received a copy of this job description.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date