



Dental Assistant (DT) Job Description

Basic Function and Responsibility

The Dental Assistant is responsible for day-to-day functions of the dental office and to the providers for clinical treatment.

Characteristic Duties (may include but are not limited to)

- ✓ Assist dentist in examination and treatment of patients.
- ✓ Perform a variety of chair-side and clinical support functions.
- ✓ Prepare treatment operator, position instruments and equipment.
- ✓ Monitor patient comfort.
- ✓ Assist in maintaining treatment records and maintaining operatory equipment and instruments.
- ✓ Responsible for managing supply inventory and ensuring dental equipment is in good condition and/or repaired in a timely manner i.e., operatory, radiology and etc.
- ✓ Assume responsibility for the management of the care of your patient.
- ✓ Work collaboratively with the dentist for the coordination of quality dental care to the clinic's patients.
- ✓ Assist with ensuring all patient slots are filled on dental schedules, notify CSR staff of cancelations and ensure that expected patient visit numbers are met daily.
- ✓ Ensure all patients are guided through the treatment process before treatment begins, educated in oral hygiene instruction, provide postoperative instructions and contact information for emergencies
- ✓ Maintain scheduling flexibility to meet unit patient care needs.
- ✓ Assist with various prosthetic and restorative procedures to include impressions, evacuation, retraction, cementation, and homeostasis. Assist with the mixing of various types of materials; dispense, set-up, and assist with nitrous oxide and electro surgery.
- ✓ Demonstrate appropriate interpersonal skills with patients, guests and co-workers.
- ✓ Assist with other duties as needed.

Qualifications

- ✓ H. S. Diploma
- ✓ Certificate for Dental Assistant (Accredited program)
- ✓ BLS certification
- ✓ One current year of clinical experience within the last three years.
- ✓ Must be able to push and/or pull at least 100 pounds of weight with the assist of specialized lifts and other devices.
- ✓ Must be able to bend, squat, kneel and sit and/or stand for periods of 4 hours or more.
- ✓ Must maintain all credentials in a current and acceptable status.

Reviewed and accepted by:

Date: