



DENTAL ASSISTANT

FULL TIME POSITION

HOURS: M-F (8:00 AM – 5:00 PM)

REPORTS TO: Director of Dental

SALARY: Commensurate with Experience

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT: High school diploma or equivalent. Successful completion of accredited certification dental assisting course preferred. Current Registered Dental Assistant Certificate as established by the State of Texas, current CPR certification.

REQUIRED EXPERIENCE OR SKILLS: Teaching and communication skills, Strong customer service skills, English/Spanish fluency preferred

POSITION DUTIES/RESPONSIBILITIES: Assists the dentists and hygienists in chair side procedures routinely done in a general dental practice. Responsible for preparation and setting up of instruments, materials, and equipment necessary for each procedure. Responsible for exposing and processing dental radiographs. Responsible for the sterilization of instruments, and the cleaning and routine maintenance of equipment and work areas. Schedules patients, does routine reception work. Accurately records information on patients records. Helps implement the processing of encounters and billing and bookkeeping procedures. Helps to identify related medical and/or social problems, fills out insurance forms. Orders supplies and materials. Maintains inventory of supplies and materials as well as maintaining thorough and accurate documentation of inventory. Attend conferences and meetings of dental importance as needed. Other duties as assigned by supervisor.