



# LEAD DENTAL ASSISTANT

## FULL TIME POSITION

**HOURS:** M-F (8:00 AM – 5:00 PM)

**REPORTS TO:** Deputy Chief Dental Officer

**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, ability to follow oral and written instructions, ability to prepare and maintain chart, records, logs, and reports, English/Spanish fluency beneficial.

**POSITION DUTIES/RESPONSIBILITIES:** Assist with supervising dental assistants. Assists in completing staff evaluations. Make sure all dental assistants are current in their license. Follow up training new dental assistants. Assist on administering competency tests. Lead dental assistant meetings and recording minutes. Serve as liaison for dental assistants. Assists dentists in maintaining sterilization logs. 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. Attend conferences and meetings of dental importance as needed, specifically courses on improving communication and management skills. Other duties as assigned by Deputy Chief Dental Officer

**TO APPLY:** Please visit our website at [www.wacofamilymedicine.org](http://www.wacofamilymedicine.org) and fill out an online application located under Careers.