



LEAD DENTAL ASSISTANT

REPORTS TO: Chief Dental Officer

EDUCATION: 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.

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 preferred

PHYSICAL AND MENTAL REQUIREMENTS: See reverse

PRIMARY DUTIES:

- 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

OTHER DUTIES :

- attend conferences and meetings of dental importance as needed, specifically courses on improving communication and management skills
- other duties as assigned by Chief Dental Officer

PHYSICAL AND MENTAL REQUIREMENTS:

- visual and auditory accuracy
- indoor setting
- shift length - 8 hours
- frequent use of computer
- extensive standing and walking
- frequent squatting, bending, kneeling, reaching, twisting, climbing
- occasional sitting
- frequent telephone usage
- continuous conversational communication
- continuous repetitive grasping and manipulation of both hands
- occasionally working in confined, noisy areas
- occasionally lifting and carrying up to 50 lbs
- occasionally pushing, pulling and positioning patients up to 200 lbs
- occasionally pushing, pulling and positioning (with assistance) patients over 200 lbs
- occasional exposure to electrical, chemical, gaseous and dusty conditions
- occasional exposure to patients with communicable diseases
- infrequent use of personal transportation
- understand/carry out simple/detailed, oral/written instructions
- memorize and retain instructions
- read and interpret detailed specifications
- able to respond quickly and calmly in medical emergencies

REVIEWED WITH EMPLOYEE:

Employee

Supervisor

Date