



REGISTERED 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, English/Spanish fluency preferred

PHYSICAL AND MENTAL REQUIREMENTS: See reverse

PRIMARY DUTIES:

- 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:

- 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

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
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- 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