



JOB DESCRIPTION DENTAL ASSISTANT COORDINATOR

REPORTS TO: Deputy Chief Dental Officer

EDUCATION & EXPERIENCE: 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

PRIMARY DUTIES:

The lead dental assistant provides support to the dental assistants and dental office staff at designated clinical sites. Works in collaboration with the Deputy Dental Director and Dental Assistant Coordinator to ensure quality care for dental patients. Furthermore, Dental Assistant Coordinator is responsible for training new hires on the procedures and standard operation of the clinic.

- 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
- Shift length - 8 hours
- Indoor setting
- Continuous use of computer
- Extensive standing and walking
- Frequent use of telephone
- Continuous repetitive grasping and manipulation of both hands
- Continuous conversational communication
- Occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
- Occasionally carrying and lifting up to 50lbs
- Occasionally pushing, pulling and positioning patients up to 200lbs
- Occasionally pushing, pulling and positioning (with assistance) patients up to 200lbs
- Occasional exposure to electrical chemical, gaseous and dusty conditions
- Occasionally working in confined, noisy areas
- Occasional exposure to patients with communicable diseases
- Understand/carry out simple/detailed, oral/written instructions
- Infrequent use of personal transportation
- Memorize and retain instructions
- Read and interpret detailed specifications
- Able to respond quickly and calmly in medical emergencies

REVIEWED WITH EMPLOYEE:

Employee

Supervisor

Date

3/16/2023