



Dental Assistant Position Description

The following is a position description for the Dental Assistant Position at Rolling Hills Clinic.

POSITION: Dental Assistant

REPORTS TO: Lead R.D.A. or Lead RDAEFII

SUPERVISES: None

POSITION SUMMARY: Under the direction of the Lead RDA or Lead RDAEFII, the Dental Assistant will function as a circulating assistant in chairside dental procedures. The Dental Assistant must be knowledgeable in all dentistry procedures, clinic infection control procedures, cleaning and sterilization of instruments, tray setup and materials. This position *may* require travel between Rolling Hills Clinic sites to help fill temporary staffing vacancies and/or shortages.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Ability to perform all phases of four (4) handed Dental Assisting duties for endodontics, oral surgery, pedodontics, prosthodontics and restorative procedures.
2. Ability to perform standard and radiographic methods. Expose, process and mount diagnostic radiographs.
3. Familiarity with dental terminology, materials, medications and instruments used during dental procedures.
4. Perform the following supportive tasks to ensure efficiency of patient flow:
 - a. Clean, sterilize instruments, and set up trays.
 - b. Stock and store all supplies and materials.
 - c. Maintenance and testing of equipment (sterilizer, x-ray dosimetry, x-ray processor, etc.) including daily lubrication of equipment.
 - d. Pouring up models and other lab procedures.
 - e. Instruct patients in oral hygiene and preventive dental education under the supervision of the dentist.
 - f. Inventory and reorder supplies as necessary to maintain par levels.
 - g. Documentation of exam findings in patient record.
 - k. Maintain clean, orderly and well stocked operatories and laboratory
5. Ability to plan work duties to ensure dental clinic efficiency.
6. Knowledge of patient scheduling procedures.
7. Work in conjunction with Staff Dentists/Dental Coordinator to develop and implement preventive dental activities for the community.
8. Other duties as assigned by supervisor.

EDUCATION, EXPERIENCE, CERTIFICATIONS, AND LICENES:

1. Radiation Safety Certification or completion of a radiation safety course approved
2. Current BLS CPR Certification.
3. High School Diploma or equivalent, GED.

4. Valid California driver's license and proof of personal liability automobile insurance as required by California state law.
5. Indian Preference. Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code Section 472 & 473). In other than the above, Rolling Hills Clinic is an Equal Opportunity Employer.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before group..

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Employment with Rolling Hills Clinic is voluntarily entered into. All RHC personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by RHC. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.

FLSA STATUS: Non-Exempt

DATE OF LAST REVIEW / REVISION: 01/2012

ASSIGNED SITE: