

OPEN CITIES HEALTH CENTER, INC.
JOB DESCRIPTION

JOB TITLE: REGISTERED DENTAL ASSISTANT

JOB RESPONSIBILITIES:

Under the direct supervision of the Dental Director and Dental Manager performs chair-side assisting of dentist, clinical support services and related work assigned by Dental Director or Dental Manager.

DUTIES PERFORMED:

- Directly assist dentist during patient procedures using four handed delivery techniques.
- Expose, develop and mount clinically diagnostic x-rays.
- Sterilize and disinfect instruments and operations according to clinic protocols.
- Process and sterilize handpiece according to clinic protocol.
- Perform daily start-up and close-down procedures in lab and operations according to protocols.
- Set-up and clean-up materials and equipment needed for dental procedures.
- Take blood pressures and record in chart.
- Accurately chart results of oral exam, as instructed by provider.
- Perform child prophylaxis and fluoride treatment, places dental sealants.
- Monitor nitrous oxide analgesic.
- Take alginate impressions, pour and trim models, prepare cases for outside lab and organize. Track returned lab work.
- Handle and dispose of infectious and hazardous waste according to clinic protocols.
- Perform oral hygiene instructions.
- Send prior authorizations and maintain files.
- Perform maintenance, cleaning and testing of dental equipment as outlined in equipment and safety manual and radiation safety manual.
- Answer phone in dental clinic and screen calls, confirm appointments as needed.
- Inventory supplies and order replacement supplies, perform annual inventory for audit.
- Attend staff meetings and contribute to planning and problem solving in clinic.
- Assist with medical records as needed.
- Adhere to OCHC dress code.
- Be respectful and courteous to patients and co-workers. Adhere to client confidentiality policy.
- Perform other duties within the scope of the position as assigned by the Dental Director or Dental Manager.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Good interpersonal skills.
- Good communication skills.
- Attention to detail.
- Understanding and skill in fourhanded dentistry.
- Good skills and understanding in x-ray exposure techniques.
- Understanding of infection control.

TYPICAL WORKING CONDITIONS:

- Light lifting.
- May require prolonged standing during dental procedures.
- Transfer of wheelchair patients with assistance.
- Use of CRT/PC

MINIMUM QUALIFICATION:

High school diploma, GED or equivalent. Certificate of graduation from an accredited dental assisting school. Current registration in dental assisting in State of Minnesota. Previous work experience desirable.

I have read and reviewed the job description for Registered Dental Assistant position. I understand the duties and responsibilities of this job, and agree perform these functions to the best of my ability.

Employee Signature

Date

Dental Director

Date

Executive Director Signature

Date