



JOB TITLE: REGISTERED DENTAL ASSISTANT JOB

JOB CLASS: Non-Exempt

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 hand piece 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.

MISSION

The mission of Open Cities Health Center, Inc. is to provide culturally competent primary and preventive health care and related services to all people throughout the Twin Cities metropolitan area. Our goal is to improve the health and wellbeing of high risk and vulnerable populations through the provision of affordable medical, dental and mental health care and support services.

Open Cities Health Center, Inc. has been providing health care services to the community for 40 years. We have two sites: 409 North Dunlap Street, St. Paul, MN 55104 and our Open Cities Health Center - Northend Clinic located at 916 Rice Street, St. Paul, MN 55117.

Open Cities Health Center (OCHC) is an affirmative action / equal opportunity employer. OCHC does not discriminate in employment on the basis of race, color, creed, religion, national origin, sex, marital status, disability, public assistance, age, sexual orientation, or membership on a local human rights commission.

How to Apply:

Please send your resume to hr@opencitieshealth.org. If there are any questions, please contact Human Resources at hr@opencitieshealth.org.

Posted: 03/08/2018