



## **POSITION DESCRIPTION**

**JOB TITLE:** Registered Dental Assistant

**REPORTS TO:** Dental Director and Dental Clinic Manager

**STATUS:** Non-Exempt (hourly)

**LOCATION:** Dental Clinic

**ROLE:** This position exists to provide chair-side support to the dentist.

### **JOB DUTIES:**

- Prepare clients and treatment operatory for dental service.
- Review client's medical history.
- Assist with charting.
- Assist dentist chair-side with all dental procedures.
- Assist with informed consent.
- Set up trays for dental treatment.
- Perform expanded duties as required; child prophies, placing sealants, take radiographs as prescribed, place and remove rubber damns, etc.
- Follow procedures to maintain infection control.
- Stock and clean dental operatory.
- Wrap and sterilize dental instruments.
- Assist in maintaining dental equipment.
- Inventory and store dental equipment and instruments/order supplies as needed.
- Maintain registration by keeping up to date with necessary continuing education requirements.
- Perform daily, weekly, monthly maintenance chores.
- Attend and participate in staff meetings and committees.
- Assist with other duties and responsibilities as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Confidence, professional judgment, and grace under pressure.

To be an exceptional community health care model that sets the standards for wellness.

Registered Dental Assistant Position Description

Revised 5-1-2017

- Works well both independently and as part of a team.
- Exceptional communication skills.
- Flexibility--nimble in response to an evolving workload.
- Ability to exhibit good rapport with clients of varying ethnic backgrounds and socio-economic status.
- Excellent time management and organizational skills.
- Attention to detail.
- Commitment to the SCHS mission and staff values.

**MINIMUM QUALIFICATIONS:**

- Diploma or degree in Dental Assisting.
- Registered as a dental assistant in Minnesota.
- Current licensure in Minnesota in good standing.
- Bilingual (English/Spanish) preferred.

I have read and agree to abide by the job duties indicated above.

\_\_\_\_\_

Name

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Signature

\_\_\_\_\_

Date