**Job Title:** Dental Assistant

**Supervisor:** >>insert supervisor<<

**FLSA Status:** Nonexempt

**Prepared Date:** >>date<<

**Approved By:**

**Approved Date:**

**Summary**

Assists Dentists in healthcare office by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

* Set up instrument trays, prepare materials, and set up operatory prior to patient procedures.
* Obtain patient medical history information including taking blood pressure and pulse.
* Take and develops dental radiographs (x-rays).
* Assist the Dentist chair side on a variety of dental treatment procedures.
* Record treatment information in patient records.
* Assist patients by answering questions and giving instructions as authorized by the dentist or dental hygienist.
* Take impressions of patients’ teeth for study casts (models of teeth). Pours, trims and polishes study casts.
* Break down and cleans operatory after patient procedures.
* Maintain dental equipment in accordance with manufacturer’s instructions and as directed by office policy and protocol.
* Maintain dental supplies by ordering, monitoring quantity, completing inventory and ensuring no products are expired.
* Follow all compliance directives and protocols including but not limited to infection control, safety, HIPAA, and OSHA((add stuff)).
* Sterilize dental instruments.
* Pull and file patient charts as required.
* Completes side duties; such as cleaning ((add stuff)) to ensure the office is well maintained.

**Supervisory Responsibilities**

This job has no supervisory responsibilities.

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

* Adaptability - Adapts to different situations in the work environment; balances competing demands; able to handle change, delays, or unanticipated events.
* Communication - Expresses ideas and thoughts verbally; demonstrated listening and comprehension skills; keeps others appropriately informed. Establishes and maintains effective positive working relationships; demonstrates tact and consideration; works cooperatively in group situations; strives to resolve conflicts.
* Problem Solving – Identifies, analyzes and resolves problems in a timely manner; uses reason even when dealing with emotional topics.
* Continuous Improvement - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training/development opportunities to build knowledge and skills; shares expertise with others.
* Customer/ Patient Care - Manages difficult or emotional situations; responds promptly to patient needs; solicits feedback to improve service; responds to requests for service and assistance; meets commitments.
* Dependability - Follows directions, responds to management instructions; holds self accountable; keeps commitments; completes tasks in a timely fashion or notifies appropriate person with an alternate plan.
* Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses Personal Protective Equipment (PPE), equipment and materials properly.
* Teamwork - Balances both team and individual responsibilities; exhibits openness to others' views; gives and welcomes feedback in a constructive manner; contributes to building a positive work environment; puts success of team above own interests; strive to attain goals and objectives; supports everyone's efforts to succeed.
* Use of Technology - Demonstrates required skills; adapts to new technologies; uses technology to increase productivity; keeps technical skills up to date.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, chart notes, and correspondence. Ability to speak effectively before groups of customers, patients, or employees of organization.

**Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of practice management software; Microsoft Excel and Microsoft Word software.

**Certificates, Licenses, Registrations**

Valid Texas Registered Dental Assistant (RDA) and CPR licenses required.

**Physical Demands**

The physical demands described below are typical of what is necessary to fulfill the essential functions of this job. To enable individuals with disabilities to perform the essential functions, reasonable accommodations may be made. The physical demands include the ability to:

* Regularly maintain a stationary position for long periods of time.
* Occasionally able to lean and shift weight while remaining stationary.
* Frequently move about the office to access patient charts, items needed for dental procedures, access equipment, etc
* Constantly use both hands and arms with a full range of motion to operate dental instruments, reach items needed for procedures, stabilize patients, adjust bitewings for radiographs (x-rays), take blood pressure, etc.
* Frequently talk, hear, commutate and converse with patients to take vitals, give instructions and answer patient questions.
* Occasionally climb, balance, stoop, kneel, crawl, or smell.
* Regularly lift or move 10 pounds and occasionally lift and or move up to 25 pounds.
* Have close vision, distance vision, color vision (perceive slight differences in color during dental procedures), and ability to adjust focus.

**Work Environment**

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually quiet.

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| By signing below, I am affirming that I have read and fully understand the job description for the Dental Assistant position. I further understand that I am responsible for the satisfactory execution of the essential duties and other sections listed herein. If I am unable to complete the essential duties of my position or otherwise need accommodation to complete the essential duties of my position, I further understand that it is my responsibility to alert my direct supervisor and/ or the acting HR Representative.  |
| Employee Signature | Print Name | Date |