JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job title</th>
<th>Dental Assistant</th>
<th>FLSA Class:</th>
<th>Non-Exempt</th>
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<tbody>
<tr>
<td>Department</td>
<td>Dental Clinic</td>
<td>Position Type:</td>
<td>Full Time</td>
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</tbody>
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**Job purpose**

Under the general supervision of Dental Director and Community Health Center Director, the Dental Assistant and Registered Dental Assistant is responsible for assisting doctors in dental procedures, post-op instructions, and patient education and record keeping. This position is also responsible for increasing the oral health education knowledge in the Community.

**Duties and responsibilities**

- Direct and maintain patient flow, including patient admission and dismissal to assure efficient delivery of services.
- Prepare all necessary trays for dental procedures.
- Take, develop and mount X-rays.
- Assist dentist during dental procedure in an efficient and professional manner.
- Explain post-op instructions to patients in a clear and concise manner. Distribute written instructions to patients if necessary.
- Ensure that OSHA and CDC guidelines are followed when cleaning/sterilizing instruments and workstations.
- Assist with the maintenance and lubrication of equipment.
- Assist with dental inventory control.
- Perform various clerical duties as needed.
- Schedule patient appointments, assists with patient registration and bills third party payers.
- Create development plan with supervisor of strengths and development areas.
- Maintain ongoing training opportunities as deemed appropriate to career track.
- Attend any necessary workshops and trainings, as appropriate or required.
- Perform other duties as assigned

**Qualifications**

- Certified Dental Assistant with X-ray License.
- Minimum of one year prior experience handling with back and front dental office work.
- Working knowledge and experience in all phases of dental procedures.
- Demonstrated ability with 4-handed and 6-handed dentistry.
Familiar with practice management systems and digital radiography
Good written and oral skills in English.
Fluency in spoken Spanish or Chinese (Mandarin or Cantonese) with ability to translate into English is preferred.
Demonstrated sensitivity in working with people of various lifestyles and cultures

Direct reports

Dental Supervisor