**TITLE:** Dental Assistant

**POSITION SUMMARY:** The scope of work encompasses a variety of clinical duties which promote effective and efficient operation of the practice and fosters favorable public relations with patients, staff, dentists of the practice and all external customers.

**DUTIES:**

* Set up rooms for all operative procedures
* Turn over room in efficient manner.
* Seat patients and obtain consents.
* Stock/restock room with instruments prior to each procedure.
* After each patient, sterilize operatory and instrumentation according to OSHA / CDC standards.
* Be aware of schedule changes, and other procedures progress in order to prioritize actions.
* Utilize office equipment by taking and scanning films
* Assist hygienists by charting with accuracy and speed.
* Assist Dentist during dental treatment procedures.
* Perform lab duties such as pouring models and fabricating whitening trays.
* Able to send cases to dental labs, properly enter into software with accurate return date giving enough time for proper turn around.
* Maintain CPR Certificate.

**MINIMUM REQUIREMENTS:**

* High School Diploma
* Graduate of dental assistant program or on job training
* X-ray certification
* Active CPR Certificate

**PREFERRED QUALIFICATIONS:**

* 1+ Years professional experience

**SKILLS / QUALIFICATIONS:**

* Organized
* Timely and Accurate
* Attention to detail
* Interpersonal skills
* Customer service skills