

REGISTERED DENTAL ASSISTANT, PHCS

REPORTING/COORDINATING RELATIONSHIP: Dentist

SUPERVISORY RESPONSIBILITIES: None

PRIMARY RESPONSIBILITIES AS REGISTERED DENTAL ASSISTANT:

- Welcome patients and get them situated in the appropriate treatment room
- Take and document patient dental and medical history and updates, as well as overall health, vitals, and medication history in EMR.
- Assist Dentist by handling supplies and instruments as requested.
- Prepare tables and trays for Dentist with necessary instruments and supplies.
- Clean and sterilize instruments, and prepare treatment rooms as needed.
- Take, expose, and mount high quality dental radiographs.
- Ensure appropriate supply of equipment and materials.
- Perform patient charting in EMR as instructed by the Dentist.
- Other duties as assigned/required based upon scope of practice.

MINIMUM QUALIFICATIONS:

- High school diploma or general education degree (GED) required.
- Registered Dental Assistant (RDA) or Certified Dental Assistant. Preference given to Expanded Function Dental Assistant
- Current CPR certification required
- Radiology certification preferred
- 1-2 years of experience as an RDA
- Excellent communication and interpersonal skills
- Proven ability to follow outlined policies and guidelines
- Possess a professional and positive attitude
- Team Player

Must have a valid driver's license, proof of automobile insurance, and reliable transportation. Must pass a legally required Criminal Records Check, Child Abuse and Neglect check, and a Sexual Offender Registry check. Must present proof of a recent (less than one-year-old) TB skin test.