



Dental Success Network

Dental Assistant

Dental assistants greatly increase the efficiency of the dentist in the delivery of quality oral health care and are valuable members of the dental care team. Dental assistants have strong communication skills and enjoy working with their hands.

Job Description

The duties of a dental assistant are among the most comprehensive and varied in the dental office. The dental assistant performs many tasks requiring both interpersonal and technical skills. Responsibilities include:

Essential Functions:

- Assist with dental and medical emergencies according to OSHA and office procedures.
- Maintain CPR certification.
- Assist chair side in all dental specialties, including orthodontics, pediatric dentistry, restorative, periodontics, endodontic, implants, and oral surgery.
- Instruct patients in oral hygiene and plaque control programs.
- Communicate with patients and suppliers (e.g., scheduling appointments, answering the telephone, billing and ordering supplies).
- Fabricate temporary crowns.
- Make preliminary impressions for study casts and occlusal registrations for mounting study casts.
- Clean and polish removable appliances.
- Take and record medical and dental histories and vital signs of patients at each appointment.
- Record treatment information in patient records.
- Expose dental diagnostic x-rays.
- Actively provide hand instruments and materials to Dentist, as needed, during exams and procedures in order to help maintain patient comfort and Dentist's efficiency.
- Using and maintaining hazard control protocols as established by OSHA and office standards.
- Must always represent the practice in a professional, pleasant, and cooperative manner.
- Must maintain regular, consistent and punctual attendance in accordance with assigned schedule and time off policies.
- Must be able to comfortably and efficiently handle multiple deadlines and task assignments.
- Must be able to work both independently and cooperatively in team settings.
- Occasionally there may be some travel, by car or plane, required in order for you to participate in continuing education or seminars.



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- Equipment Maintenance - Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Other duties and tasks, as assigned periodically.

Success Factors:

- Always maintain the highest level of confidentiality to HIPAA standards.
- Adhere to strict safety guidelines and procedures to OSHA and office standards.
- Adhere to office policy and procedures.
- Be comfortable seeing and able to maintain a professional demeanor and attitude while working around blood and smells that may be unpleasant.
- Be detail oriented in order to work efficiently in small spaces and maintain patient comfort.
- Be flexible and understand that your job duties may change from time to time and that you may be asked to help in other areas of the office.
- Excel in forward thinking in order to anticipate the needs of the doctor as well as the patient.
- Demonstrate active listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Demonstrate good reading comprehension - Understanding written sentences and paragraphs in work related documents.
- Demonstrate excellent communication skills - Talking to others to convey information effectively.

Requirements

Education/Training:

- High school diploma or GED certificate
- Completion of accredited course in dental assisting preferred
- Ability to attend to multiple tasks at the same time and to prioritize assignments and responsibilities to ensure compliance with established deadlines and protocols.
- Effective oral and written communication skills

Licensure and Credentials:

1. Licensed Dental Assistant (must provide updated license every year)
2. Current CPR (BLS) required