

Primary Care Health Services, Inc.
Job Description

POSITION: Dental Assistant
REPORTS TO: 1st Level: Staff Dentist
 2nd Level: Dental Director
SUPERVISES: Non-Applicable

QUALIFICATIONS:

Certified Radiologic Technician

RESPONSIBILITIES:

Assists dentist(s) engaged in diagnostic, operative, surgical, periodontal, preventative, orthodontic, removable and fixed prosthodontic, endodontic, and pedodontic procedures during examination and treatment of patients:

- Aids dentists in securing adequate operative and visual area by retracting tongue, cheeks, and tissue flaps and adjusting lighting when necessary. Uses universal precautions to prevent the transmission of infectious disease.
- Provides diagnostic aids including exposing radiographs, taking and recording medical and dental histories, recording vital signs, making preliminary impressions for study casts, making occlusal registrations for mounting and study casts.
- Performs technical supportive functions including preparing and dismissing patients; sterilizing and disinfecting instruments and equipment; providing post-operative instructions prescribed by dentist(s); preparing tray setups for dental procedures; passing instruments on "queue" to dentist when needed and returning same to proper position on tray when not in use.
- Assists dentist(s) in management of medical and dental emergencies. Assists in maintaining patient treatment records and maintaining operatory equipment and instruments.
- Performs such laboratory procedures as pouring trimming and polishing study casts; fabricating casts of impression trays from preliminary impressions; cleaning and polishing removable appliances; and fabricating temporary restorations.
- Demonstrates good guest relations, oral communication, and human relation skills when interacting with patients and their families. Provides oral hygiene instruction, such as conducting plaque control program.
- Performs basic business office procedures, including maintaining appointments; properly answering telephone; and reassuring, seating and dismissing patients.
- Participates in departmental meetings and professional development activities.
- Works within a multi-disciplinary team for the benefit of the organization.
- Maintains knowledge of organization's policies and procedures.