



Job Title: Certified Dental Assistant Supervisor's Title: Dentist Department: Dental Clinic	FLSA Status: Non-Exempt Revised: 04/09/2019
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**General Summary:** Under the general supervision of a Dentist in a clinical setting, the Dental Assistant assists the dentist in the provision of high-quality care within the scope of service consistent with accepted standards of care for dental assistants.

**Major Areas of Responsibility:**

- Prepares and maintains dental instruments, supplies and equipment; prepares the operatory for the patient visit
- Seats patient in chair and explains procedures to be performed; Collects and records patient health histories
- Drapes patient with protective linens and sets up instrument tray containing instruments, suction, gauze and other required supplies.
- Prepares dental materials—cements, amalgams, composites, impression materials, etc.
- Takes and prepares radiographs using conventional or digital technology and following proper radiation safety precautions
- Assists with dental charting as appropriate
- Assists in the prevention and management of dental emergencies
- Manages the patient during dental procedures
- Provides active chairside assistance; transfers instruments as appropriate for four-handed dentistry; anticipates the dentist's needs
- Take impressions for study casts, athletic mouth guards and custom tray. Performs laboratory procedures neatly and efficiently. Pours models with no bubbles, properly trim models, polish dental prostheses, make vac-u-press forms
- At the conclusion of the procedure, assists patient, clears work site of instruments and other materials; follows proper infection control protocols and prepares the operatory for the next patient
- Monitors and documents the flow of laboratory cases; maintains lab facility
- Performs, monitors and records all sterilization activities
- Maintains proper aseptic techniques necessary with dental equipment; maintains and properly sterilizes instruments
- Routinely cleans, disinfects and restocks operatories
- Scans reception room for patients and helps to manage patient flow
- Maintain and inventory dental supplies and reorders as necessary; track and verify invoices
- Clean and sterilize all instruments; help to manage the dental office infection control plan to meet OSHA, CDC and ADA standards
- Performs miscellaneous duties within the Dental Program as assigned

**Required Knowledge, Skills, and Abilities: In Accordance with Georgia Dental Practice Laws (150-9-.01 and 150-9-.02)**

- Apply topical fluoride and varnishes
- Apply pit and fissure sealants
- Remove surgical sutures
- Adapt temporary crowns
- Place topical medications
- Remove excess cement from fabricated restoration

**Behavioral Qualities:**

- Is a team player
- Accepts and offers guidance and supervision as appropriate
- Attends and participates in staff meeting to review team progress in meeting financial and productivity goals for the dental program
- Places a high value on personal and departmental performance excellence
- Adheres to office dress code and standards of behavior
- Maintains patient confidentiality
- Uses sick time appropriately
- Responds professionally to high-pressure situations and time limits
- Works independently with a minimum amount of supervision

**Education and Licensure:**

- High School Diploma or GED
- CPR certification
- On the job training or Certification in Dental Assisting

**Work Environment:**

- Work involves considerable exposure to unusual elements such as extreme temperatures, unpleasant odors and/or loud noises
- Moderate physical activity. Requires handling average-weight objects up to 15-20 pounds, assisting with patients and standing and/or walking for most of the day
- Will work with blood or blood-borne pathogens and will require OSHA training
- Work environment involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment