

Position Title: Dental Assistant

Job Responsibilities:

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. If you have strong communication skills, enjoy working with your hands as well as your mind and want a career with responsibility, dental assisting is for you. 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. Although state regulations vary, responsibilities are basically the same.

Duties:

- Prepares treatment room for patient by following prescribed procedures and protocols.
- Prepares patient for dental treatment by welcoming, comforting, seating, and draping patient.
- Provides instrumentation by sterilizing and delivering instruments to treatment area; positioning instruments for dentist's access; suctioning; passing instruments.
- Provides materials by selecting, mixing, and placing materials on instruments and in the patient's mouth.
- Provides diagnostic information by exposing and developing radiographic studies, pouring, trimming, and polishing study casts.
- Maintains patient appearance and ability to masticate by fabricating temporary restorations; cleaning and polishing removable appliances.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Protects patients and employees by adhering to infection-control policies and protocols.
- Ensures operation of dental equipment by completing preventive maintenance requirements; following manufacturer's instructions; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains dental supplies inventory by checking stock to determine inventory level; anticipating needed supplies; letting Practice Manager know when supplies are needed