



Position Title: Dental Assistant

General Purpose: Dental assistants greatly increase the efficiency of the dentist in the delivery of quality oral healthcare 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.

Job Responsibilities:

- Prepare treatment room for patients by following prescribed procedures and protocols.
- Prepare patients for dental treatments by welcoming, comforting, seating, and draping patients.
- Provide instrumentation by sterilizing and delivering instruments to the treatment area, positioning instruments for the dentist's access, and suctioning and passing instruments.
- Select, mix, and place materials on instruments and in the patient's mouth.
- Provide diagnostic information by exposing and developing radiographic studies, as well as pouring, trimming, and polishing study casts.
- Maintain patient appearance and ability to eat by fabricating temporary restorations and cleaning and polishing removable appliances.
- Maintain a safe and clean working environment by complying with procedures, rules, and regulations.
- Protect patients and employees by adhering to infection-control policies and protocols.
- Ensure the operation of dental equipment by completing preventive maintenance requirements, following the manufacturer's instructions, maintaining equipment inventories, and evaluating new equipment and techniques.
- Maintain dental supplies inventory by checking stock to determine inventory level, anticipating needed supplies, and letting the Practice Manager know when supplies are needed.
- Must be able to work in a team.
- Must be able to administer medication.