EL DORADO COUNTY COMMUNITY HEALTH CENTER

JOB DESCRIPTION

JOB TITLE: Registered Dental Assistant (RDA)

REPORTS TO: Dental Office Supervisor

DIRECT REPORTS: None

JOB SUMMARY: Reporting to the Dental Office Supervisor, and under the general supervision of the Dentist in a clinical setting, the Registered Dental Assistant (RDA) assists the Dentist in the provision of high-quality care within the scope of service consistent with accepted standards of care for dentistry.

JOB DUTIES AND RESPONSIBILITIES

1. Prepares and maintains dental instruments, supplies and equipment; prepares the operatory for the patient visit
2. Seats patient in chair and explains procedures to be performed; Collects and records patient health histories
3. Drapes patient with protective linens and sets up instrument tray containing instruments, suction, gauze and other required supplies.
4. Prepares dental materials—cements, amalgams, composites, impression materials, etc.
5. Takes and prepares radiographs using conventional or digital technology and following proper radiation safety precautions
6. Assists with dental charting as appropriate
7. Assists in the prevention and management of dental emergencies
8. Manages the patient during dental procedures
9. Provides active chairside assistance; transfers instruments as appropriate for four-handed dentistry; anticipates the dentist's needs
10. 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
11. 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
12. Monitors and documents the flow of laboratory cases; maintains on-site lab space.
13. Performs, monitors and records all sterilization activities
14. Maintains proper aseptic techniques necessary with dental equipment; maintains and properly sterilizes instruments
15. Routinely cleans, disinfects and restocks operatory
16. Scans reception room for patients and helps to manage patient flow
17. Maintain and inventory dental supplies and reorders as necessary; track and verify invoices

18. Clean and sterilize all instruments; help to manage the dental office infection control plan to meet OSHA, CDC and ADA standards
19. Polish the patient's teeth to remove stains and soft deposits
20. Apply topical fluoride and varnishes
21. Apply pit and fissure sealants
22. Remove surgical sutures
23. Adapt temporary crowns
24. Place topical medications
25. Remove excess cement from fabricated restoration
26. Performs other duties as assigned within the Dental Program.
27. Assists with front office and check-in/checkout duties as needed.
28. Support Dental Van and Portable Dental services as needed, work assigned shifts on the dental van and/or with portable dental services when needed.
29. Support Saturday dental clinic as needed, report for scheduled shift when assigned to work such clinic hours.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of:
  - Ability to set up and prepare dental equipment and instrumentation in accordance with established regulations and guidelines
  - Ability to manage the dental office infection control plan to meet OSHA, CDC and ADA standards
  - Maintains and expands current level of dental assistant skill and knowledge by periodically attending continuing education programs
  - Ability to work with Pediatric and Adult patients
- Skills in:
  - Is a team player
  - Accepts and offers guidance and supervision as appropriate
  - Attends and participates in staff meetings 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
  - Responds professionally to high-pressure situations and time limits
  - Works independently with a minimum amount of supervision
- Ability to:
  - Generate reports regarding patient treatment plans within electronic dental records system. (Schedule patient appointments within eCW.
  - Work with considerable exposure to unusual elements such as 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
- Flexibility to work in all EDCHC Dental locations

QUALIFICATIONS

Education and Licensing Requirements:

- High School Diploma/GED
- Current BLS certification
- Current Dental X-ray Certification
- Current, valid State of California license as a Registered Dental Assistant (RDA)
- Completion of one Board-approved RDA Pathway:
  - Approved Registered Dental Assisting Program
  - 15 months of work experience as a dental assistant specified in BPC section 1750.1 and completion of Certificate of Work Experience as a Dental Assistant (RDA3) form
  - Completion of both Certification of Work Experience as a Dental Assistant (RDA3) form and Certification of Non-Approved Dental Assistant Program Completion (RDA4) form

Transportation:

Must possess a current unrestricted California driver's license, have reliable transportation, a clean driving record and auto policy as required by the state of California.

Required to submit proof of licensure and insurance.

Physical Requirements:

Normal health center/interior office and clinic environment. Communicate, discern, detect, walk or move about, sit and/or stand for long periods of time, reach, stoop, bend, lift up to 25 lb. Requires repetitive hand movement; use and view a computer; use of dental tools and equipment, also operate fax, copier, and telephone. Ability to observe and work with patients in the clinic setting. Ability to drive and operate a car.

FLSA Status: Non-exempt

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

Salary Range: $27.33 - $34.30