



Position Title: Dental Assistant (DA)

Employee Status: Non-Exempt

Job Summary:

The DA assists in the performance of quality, caring, clinical dentistry by aiding the doctor smoothly and unobtrusively during examinations and treatment. The DA performs clinical and technical procedures under the supervision of a licensed dentist as well as prepares the operatory and equipment, gets the patient ready, and maintains awareness of the comfort and safety needs of patients.

Essential Duties:

- Records treatment information on the patient's chart, including treatment rendered, the type of treatment planned and the amount of chair time, doctor time and assistant time needed for the next appointment.
- Assists the doctor by passing instruments, aspirating intra-oral fluids, mixing materials and medicaments during examinations or treatment.
- Provides customer service support to patients by escorting them to and from the treatment room and prepping them for care by the doctor.
- Takes radiographs as directed by the doctor.
- Prepares all treatment rooms including, but not limited to, set-up, decontamination, sterilization of all instruments, cleaning and restocking. Maintains cleanliness of the dark room, lab and sterilizing area.
- Maintains all chemical solutions, i.e., disinfectant soaks and sprays, sterilants, ultrasonic, and presoak.
- Reviews patient's medical history, progress from the previous visit, if applicable, and the scheduled treatment plan with each patient.
- Takes impressions for diagnostic and opposing models.
- Ensures lights, units, nitrous equipment and automatic processors are turned on prior to the first patient.
- Applies non-aerosol and non-caustic topical agents and fluoride.
- Removes post-extraction and periodontal dressings.
- Helps administer nitrous oxide to patients as applicable.
- Cleans hand pieces, vacuum traps, and sharp instruments.
- Places and removes rubber dams.
- Pours and trims study models.
- Monitors incoming and outgoing lab cases.
- Orders supplies.
- Maintains plaster trap and lab counter areas.

Knowledge/Skills/Abilities:

- Skilled in the use of standard dental office equipment including: Autoclave, model trimmer, X-ray machine - Pano, Panoramic X-ray, ultrasonic, Oxygen and Nitrous Oxide, Laser, Intra Oral camera, Vacu-press, and hand pieces.
- Ability to take blood pressure, attach EKG leads, and read monitors.
- Knowledge of cross contamination and how to prevent it.
- Knowledge of OSHA regulations and changes.
- Ability to take radiographs, including FMX, Pano and anterior PA's.
- Knowledge of English composition, grammar, spelling, and punctuation.
- Skilled in the use of standard office equipment including: telephones, calculators, copiers, fax, computers, and computer software (MS Excel, Word, Practice Management software).
- Ability to engender trust from the doctors, co-workers, and patients.
- Ability to work cooperatively with management, staff, and patients.
- Ability to prioritize, organize, and complete tasks in a timely and independent manner.
- Ability to accept constructive criticism.
- Ability to understand and follow written and verbal instructions.
- Ability to collect data, establish facts, draw valid conclusions, and maintain confidentiality.
- Ability to communicate and express thoughts and ideas competently.
- Ability to quickly grasp relevant concepts regarding duties and responsibilities.

Education / Experience:

- High school diploma or equivalent
- Minimum of 2 year(s) relevant experience in the dental profession

Special Requirements/Certifications/Licenses:

- Valid X-ray certificate
- CPR & first aid certificate

Physical and Environmental Requirements:

- May be required to lift up to 50 lbs. or to roll a 90-pound machine on wheels from one area to another.
- Hand-eye coordination and hand, arm, and finger mobility for detailed work with objects.
- May be required to physically assist/lift drowsy patients after anesthesia.
- Active movement throughout the day: sitting, walking, standing, squatting, bending, stooping, reaching, etc. (not a sedentary position).
- Vision: close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Hearing: able to satisfactorily communicate with patients, doctor, and other staff members to ensure that verbal communication is clearly

understood, particularly during emergency situations.

- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or operate equipment.
- May be required to administer CPR.
- Occasional exposure to toxic or caustic chemicals and radiation.
- Exposure to moderate noise levels.
- Exposure to hectic, fast-paced, high anxiety environments.

Additional or different duties may be assigned occasionally at employer's discretion.

Wage depends on experience for this position. Please send your resume to dawn@dentalkidds.com or call 651-295-6968

- 401(k)
- Dental insurance
- Short-Term Disability insurance
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off

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