



RAWLINS COUNTY  
**Dental Clinic**

## **Dental Assistant**

### Job Description

The Dental Assistant reports to their supervising Dentist for any dental & clinical-specific instruction and reports to the Lead Dental Assistant for scheduling, time off, other assigned duties, etc. *When working with a Student Dentist, the Dental Assistant is to treat them with the same respect and courtesy as with their supervising Dentist.*

**Overview:** The Dental Assistant assists the dentist in the clinical treatment of patients while promoting Rawlins County Dental Clinic's mission, vision, and core values.

#### **Skills/Abilities:**

- Attention to detail
- Exceptional customer service skills including effective written and verbal communication skills to communicate and maintain positive rapport with patients, coworkers, and community members
- Basic computer skills
- Ability to work and stay on task without supervision
- Willingness to learn new techniques and treatment as directed by supervising dentist
- Critical thinking skills, resourcefulness, and problem solving skills
- Ability to work in a fast-paced environment

#### **Specific Duties:**

- Provides exceptional patient care with excellent chair-side manner in tandem with the Dentist
  - Proper setup and prep prior to patient arrival, escorts patient to and from operatory, stays with patient in operatory for entire duration of appointment
  - Demonstrates care, concern, and compassion while making patient feel comfortable
  - Obtains and reviews health history with patient and accurately documents subjective part of clinical note
  - Ensures all patient questions and concerns are addressed before patient departure
  - Operatory is adequately stocked at all times
  - Completes and accurately documents post-operative phone calls as assigned
  - Monitors patient flow
  - Clearly communicates services, charges, and upcoming treatment needs to front desk
  - Adheres to all HIPAA and security policies
- Assists supervising Dentist in clinical patient treatment
  - Follows all instruction provided by the supervising Dentist and/or Student Dentist
  - Takes x-rays per Dentist's request, mixes dental materials, has room prepared with proper set-up for treatment
  - Anticipates and assists Dentist's needs at all times
  - Performs expanded functions, clinical procedures, and other tasks as directed/assigned by the Dentist in accordance with the Kansas Dental Practices Act
  - Accurately charts and proposes treatment with Dentist. Accurately charges out services and documents on route sheet.

- Checks in lab cases and ensures cases are in-office for upcoming appointments PRIOR to the scheduled date.
- Sterilization, Operatory, and Lab Management
  - Operatories are clean, stocked, and ready for treatment at all times. **ALL** operatories should match with same items in drawers and papertowels, masks, gloves, and cups are fully stocked.
    - Proper set up includes, but is not limited to: air/water syringe tips in place, proper suction tips in place, and proper instruments, cassettes, and ancillary items as determined by Dentist
  - Cleans and disinfects operatory according to current organization policies, procedures, and OSHA guidelines
  - Is trained in proper sterilization in the lab. Sterilizes instruments and handpieces according to OSHA regulations.
    - Organizes trays, instruments, disposables, and products in lab and operatory
  - Assists in dental lab cases and promptly prepares for sendout
  - Works with Lead Dental Assistant and Clinical Manager in proper maintenance and cleaning for dental equipment
  - Maintains and is knowledgeable of dental office emergency kits, nitrous and oxygen tanks
  - Compliant with ensuring office sterilization procedures document is displayed
  - Follows all lab procedures according to office policy
  - Promptly unpacks incoming supply orders and puts items in proper places in lab
  - Wears adequate PPE at all times during patient treatment
  - Operatory and lab deep cleaning as needed
  - Launders office laundry as assigned
  - Monitors supply levels and reports needs to purchasing
- Conduct
  - Complies with employee handbook
  - Stays busy and finds things to do in downtime (e.g. helps in other areas of the office, answers phones, assists front desk, reports to supervisor for additional duties, etc.)
  - Maintains kind and courteous demeanor with patients and co-workers
  - Actively participates in staff meetings and discussions
  - Commitment to continuing education, profession, and personal development
  - Has a team mindset and productively works to foster and maintain team environment
  - Actively contributes to day-to-day problem solving
- ***Other duties as assigned***

#### **Requirements:**

- High School Diploma OR equivalent
- Nomad Certification (can be completed on-the-job)
- Compliant with Kansas dental practice requirements

*This job description is subject to change with or without notice and serves as a general outline **NOT** a comprehensive list of duties and requirements.*