

TOIYABE INDIAN HEALTH PROJECT, INC.

JOB DESCRIPTION

POSITION: Registered Dental Assistant

SALARY: TSS 7

WORK STATION: Coleville

SUPERVISOR: Dale Newell

NON-EXEMPT

QUALIFICATIONS:

1. High school diploma or G.E.D.
2. California State Board of Dental Examiners: Registered Dental Assistant
3. Needs to have the ability to work well with people on a personal level and should be willing to learn new techniques, procedures, and terminology.
4. Needs to have the ability to work well with all Toiyabe departments as a whole for the objectives of the clinic.
5. Possess valid drivers license and be insurable with company insurance.
6. CPR certified or willing to be certified on earliest testing date following date of hire.
7. Applicant must be sensitive and possess an awareness and keen appreciation of indigenous Native American traditions, customs, and the socioeconomic needs of the Native American community.
8. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

EXAMPLE OF DUTIES:

1. Maintains clean and orderly operatories and laboratory.
2. Cleans and sets up instrument trays for each patient.
3. Assists the dentist during operative procedures (i.e., passing instruments, mixing necessary materials, etc.).
4. Is responsible for the daily maintenance of equipment (i.e., lubricating dental hand pieces, maintaining film processor, etc.).
5. Will seat and prepare patient for the scheduled treatment plan. Will dismiss the patient at the end of their appointment.

6. Will take prescribed radiographs as stipulated by the dentist. Will mount, label, and display radiographs properly for viewing by the dentist. Will help maintain patient's radiographic record in the patients chart.
7. Will help maintain adequate inventory of supplies for day to day operation.
8. Will take impressions as needed and make models of patient's dentition as needed.
9. Will use proper instrument sterilization techniques as specified by OSHA.
10. Will make necessary entries in the patients chart.
11. Will assist hygienist or front desk receptionist or office manager as necessary and as needed.
12. Will learn the responsibilities of the receptionist and be prepared to fill in for that position as necessary.
13. Will perform any and all permitted duties as specified under the California Dental Board Dental Practice Act for Registered Dental Assistant as needed and required.
14. All other job-related duties as assigned.

Job Description Reviewed: **Employee** _____ **Date** _____

Supervisor _____ **Date** _____