



## Dental Assistant

Reports to: Dental Director  
Department: Dental Services  
Program (if applicable): N/A  
Job Status: Non-Exempt

Classification: Union  
UDS Code: 018 Other Dental Personnel  
Date Revised: 6/21/2024  
Revised by: Director of Dental Services

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### MAJOR FUNCTION

Under the general supervision of a Dental Director, the Dental Assistant works directly with the dentist to insure that proper patient care can be delivered in a timely fashion. The duties of an assistant include but are not limited to:

### ESSENTIAL FUNCTIONS

- **Sterilization:** make sure instruments used for dental procedures are washed first, then placed in the ultrasonic for the proper time, dried, tagged and then autoclaved. After the cycle instruments are properly stored.
- **Operatory preparation:** keep each operatory ready for patient use. Readiness includes properly spraying and wiping down of dental chair after each use. Chairs must be wrapped and universal precautions taken as per OSHA guidelines. Operatories must be stocked daily and supplies must be monitored for deficiencies. After each patient exits the operatory, the room must be broken down and soiled instruments taken to the lab for sterilization.
- **Seating Patients:** to greet and seat patients in the proper operatory for the doctors. Use the 2 Identifiers to ensure that the correct patient has been seated. Charts must be checked for up to date medical histories and for what dental procedure the patient is scheduled. The operatory is then set up.
- **Digital Images:** take the necessary Panorex, Periapicals & Bitewings of patients. These x-rays must be diagnostic and properly mounted for the doctors to review.
- **Supplies:** keep abreast of supplies used and to re-order these supplies in a timely fashion so that there is never an interruption in a work day due to lack of supplies.
- **Equipment Maintenance:** properly maintain the instruments & hand pieces that are used. Also to note that large equipment are in safe and proper working order. If not, they are then to notify the Dental Director of any faulty equipment immediately.
- Greet all patients/clients/customers via telephone or directly in a personal and professional manner.
- Performs the following Receptionist duties on an as needed basis at either site as assigned:
- Receives patients, determines their reasons for visiting the office, provides them with the required information according to procedures and sees that, as far as is possible, the desired

objectives are achieved.

- Provides support to clinical operations by performing clerical functions including, but not limited to data entry (Athena & Dentrix), record-keeping, appointment scheduling, collecting patient fees and other general office duties as assigned.
- Coordinates scheduling of patient appointments directly or via telephone in a manner which assures efficient utilization of clinical resources. Calls patients at least the day before their appointment to remind patient. Follow up with no show patients to reschedule appointments.
- Receives, sorts, and distributes incoming correspondence as needed.
- Performs varied clerical duties as needed.
- Assists in maintaining and utilizing a variety of health record indexes, storage, recall, and retrieval systems, including Athena, Dentrix & MiPACS.
- In-puts data into various computer programs.
- Exhibits professional conduct with patients and fellow employees.
- Assists in the maintenance of essential dental records and files.
- Scan Approvals, Medical Consults, Medical Hx, Referrals, etc. in charts.
- Responsible for the maintenance of certain log books as assigned by the department manager.
- Prepares and assist on departmental projects, form completions, and reports.
- Assumes other duties as assigned by the Dental Director.
- Demonstrates flexibility and cooperation in relation to workplace staffing and manpower needs by rotating on a daily/emergent basis and assisting at both dental department locations as needed. This will include all receptionist duties outlined above.

#### **ADDITIONAL RESPONSIBILITIES:**

- Be accessible and approachable
- Have respectful interactions with colleagues
- Identifying opportunities to improve processes and become part of the solution
- Be a good colleague and team member using the core values of transparency, civility, and respect.
- Performs other duties and assumes other responsibilities as apparent and/or as assigned by Dental Director. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

#### **REQUIREMENTS:**

#### **EDUCATION & EXPERIENCE:**

- High school diploma is the minimum level of education required; dental assisting school completion preferred.

#### **LICENSURE AND/OR CERTIFICATIONS:**

- Certified Dental Assistant recommended.

- Registered Dental Assistant preferred
- Current CPR (BLS) required
- Current NJ Radiological License required
- Ambulatory Surgery Technician Certification required

#### **KNOWLEDGE, SKILLS, ABILITIES AND OTHER (KSAO's)**

- High energy level, comfortable performing multifaceted projects in conjunction with day-to-day activities.

#### **PHYSICAL & WORK REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the manual dexterity sufficient to operate phones, computers and other office equipment. The position requires the physical ability to kneel, bend, and perform light lifting. This person must have the ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus. Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards and/or hazardous materials.

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