

Implant Dentistry and Perio Rehab

2106 Virginia Drive, Ste A
Wichita Falls TX 76309

Registered Dental Assistant with Extended Duties

A thriving privately-owned dental specialist practice in Wichita Falls is seeking a patient-centric, hard-working team player with a positive and enthusiastic attitude. Must be detail-oriented, organized, friendly, and honest.

As our Registered Dental Assistant with Extended Duties, you will enjoy the open collaboration with our team as you assist the dentist and dental hygienist in the direct provision of primary care dental services to patients of the dental practice. The Dental Assistant is also responsible for sterilization, preparation and inventory control of dental instruments and supplies.

The successful candidate provides patient and practice support services including, but not limited to, personal assistance, medical attention, and emotional support.

POSITION

Reports To: Primary Dentist, Practice Manager, as assigned

Effective Date: 06/01/2020

Status: Non-exempt, Regular, "At-will" Work Status, Part-time

Duration: On-Going

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Standing 90%.
- Sitting 10%.
- Moderate noise levels from dental and other lab equipment.
- Medical, office, and lab setting.
- Minimum moving requirements of 35 pounds to transfer equipment and pack and unpack supplies.
- Frequent bending, twisting, and position changes to examine and service patients.
- Exceptional hand eye coordination and control to use dental implements for exams, to provide dentist assistance, mix and/or place materials on dental tools, products, and in mouths.
- Frequent client and interoffice personnel interaction as this position is chair-side to dentist and heavily dependent on excellent customer interaction.
- Near Vision—the ability to see details at close range (within a few feet of the observer) as required for mixing and placing materials on tools and in mouths.
- Ensure that patient confidentiality is strictly maintained.
- Maintain regular, predictable attendance.

RESPONSIBILITIES

- Assists patients in resolving minor difficulties, answering their questions, and giving directions to patients as authorized by the dentist
- Serves as dentist's chair-side assistant.
- Prepares operatory for patient treatment.
- Exposes and develops dental radiographs and performs independent procedures as delegated and directed by the dentist in accordance with state regulations and law.
- Maintains dental department equipment and work areas in compliance with health center policies and procedures relative to infection control and safety issues, including the sterilization of all reusable dental instruments and equipment and the proper disposal of all contaminated or potentially contaminated materials.
- Maintains adequate operatory supplies and compiles a list for inventory control and ordering purposes.
- Pulls and files patient charts as required and receives and places necessary telephone calls consistent with professional matter, clinic business and patient care.
- Assists with various clinical and administrative functions of the center as appropriate and as time permits.
- As directed by a supervisor, performs other related and/or necessary tasks to achieve organization and programmatic goals and objectives.
- Comprehensive knowledge of dental assisting techniques and procedures for all phases of general dentistry.
- Must be cognizant of the expectations and concerns of the practice's dental patients and be able to respond in an empathetic and professional manner.
- Able to read, understand and comply with quality control checks and maintenance instructions.
- Manage infection control - prepare and sterilize instruments and equipment.
- Set up and breakdown operatories post treatment
- Perform lab work
- Always maintain the highest level of confidentiality to HIPAA standards.
- Adhere to strict safety guidelines and procedures to OSHA and office standards.
- Practice infection control standards always when working with patients and equipment
- Occasionally there may be some travel, by car or plane, as required.
- Other duties and tasks, as assigned periodically.

REQUIREMENTS

- Skill in providing excellent customer service and support, organizing and prioritizing workload and meeting deadlines and excellent written and verbal communication.
- Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic, and professional backgrounds.

- Ability to work effectively with managers, co-workers, members of the public and professional groups.
- Ability to communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing), consistently demonstrate positive / proactive customer service attitude.
- Consistently maintain ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public.
- Ability to work as an effective team member, function independently, exercise sound judgement and initiative; be flexible to shift priorities; maintain confidentiality; establish and maintain effective interpersonal work relationships, effectively assist providers, work toward goals and objectives of draft priorities.
- Ability to follow Perio Rehab's practice guidelines – including adhering to the immunization policy and the Mission and Vision and the Practice's compliance policy.
- Ability to receive constructive feedback including evaluation of provider's productivity and practice attributes.
- May be asked to perform other duties that align with the Practice's mission, including but not limited to participation in workgroups, provide education, quality review, and/or other activities.
- Ability to perform each position responsibility satisfactorily with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.
- Ability to understand that safety is a condition of employment. Unsafe acts or conditions will be reported to the Clinical Lead or Primary Dentist.
- Must be computer literate with ability to enter information into the Practice's computer systems accurately and compile reports or data as requested.
- Must be able to read, write, and speak English.
- Always maintain the highest level of confidentiality to HIPAA standards.
- Must be detail oriented to work efficiently in small spaces and maintain patient comfort.
- Timely prepare treatment area by sterilizing, positioning, and delivering instruments for dentist's access.
- Manage asepsis, infection, using and maintaining hazard control protocols as established by OSHA and office standards.
- Must be able to memorize and effectively deliver scripts as appropriate, both over the phone and in person.
- Equipment Maintenance—performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Must be flexible and understand that job duties may change from time to time and that this individual may be asked to assist in other areas of the office.

IDEAL SKILLS

- **Communication skills** to effectively communicate with many individuals, including clinical staff members and dentists.
- **Interpersonal skills** for dealing with a wide range of people in various roles both within and outside of the organization.
- **Organizational skills** to use your time, energy, resources (etc.) in an effective and proficient way.
- **Detail-oriented skills** to pay attention to the details in handling medical records and modify accordingly.
- **Typing skills** to accurately type, keyboard and enter data accurately to enter patient data into patient records.

QUALIFICATIONS

- High school diploma or GED certificate.
- Completion of accredited course in dental assisting preferred (Registered Dental Assistant)
- Current Good Standing RDA with the State of Texas
- Current Basic Life Support (CPR/AED) Certification
- Radiation Safety Certificate (X-Ray License)
- Nitrous Oxide License
- Familiarity with Apple Desktop Computers, iPads, iPhones, and Software a Plus.
- At least one year of experience in the dental field preferred.

SPECIAL REQUIREMENTS

- Job offer may be contingent upon successful completion of a background check.

ACKNOWLEDGEMENT OF RECEIPT BY EMPLOYEE

Employee Name

Employee Signature

Date