



## **Dental Assistant:**

### **Job Description:**

Our Mason City team is looking for a Dental Assistant.

Duties include but are not limited to:

- Assist patients in resolving minor difficulties, answering their questions, and giving directions to patients as authorized by the dentist or dental hygienist
- Serves as dentist's or dental hygienist's chair-side assistant
- Prepares operatory for patient treatment as per Dental Department protocols and the dentist's or dental hygienist's directions
- Exposes and develops dental radiographs in accordance with state regulations and law as well as Dental Department directive and protocol
- Performs independent procedures as delegated and directed by the dentist in accordance with state regulation and law and Dental Department directive and protocol
- Maintains a list of all Dental Department patients, monitors patient flow, and assists the Dental Director, dentist(s), and dental hygienist(s) in assuring that all patient records and documents are properly and accurately completed and filed
- Receives and places necessary telephone calls consistent with professional matters, clinic business and patient care of the Dental Department
- Assists with various clinical and administrative functions of the center as appropriate and time permits
- Insures the sterility of all reusable dental instruments and equipment in accordance with Dental Department directive and protocol
- Travels when necessary to meet operational needs
- As directed by a supervisor, performs other related and/or necessary tasks to achieve organizational and programmatic goals and objectives

### **Qualifications:**

- High school diploma of equivalent
- Dental Assistance experience is required
- Registered Dental Assistance Certificate preferred