

Family Health Centers – Job Description

JOB TITLE: PER-DIEM REGISTERED DENTAL ASSISTANT (RDA)

DEPARTMENT: Dental

Created: May 2020

FLSA STATUS: Non-exempt, Per Diem

REPORT TO: Director of Dental Operations

PRIMARY ACCOUNTABILITY: Works with Dental team and Dental Providers to provide quality and comprehensive patient care.

Per-Diem Dental Assistant to float to any of the 5 dental locations; Bridgeport Dental, Brewster Dental, Okanogan Dental, Oroville Dental, Dental Mobile Unit. Shifts may or may not be prescheduled; prescheduled for vacation coverage, unschedule for daily operation needs. Individuals will be paid .75 per hour in lieu of benefits.

PRIMARY DUTIES AND RESPONSIBILITIES

1) Communicates patient health information to dental providers and team members.

- Answers patient phone calls, documents and communicates questions in Electronic Dental Records (EDR) and Electronic Medical Records (EHR) to the provider as necessary
- Relays appropriate information to the patient from the provider and documents in EDR.
- Coordinates and processes prescription refill requests with direction of the Dentist.
- Coordinates referrals to all specialists, coordinates laboratory cases and ships removable prosthetics, permeate crown and bridges.

2) Direct Patient Care

- Obtains and records vital signs and updates patient health history.
- Responsible for patient education in Oral Health Instructions (OHI)
- Performs diagnostic testing limited to tooth vitality.
- Administers medications including sedative drugs, and topical anesthetics.
- Administers inhalation of minimal sedation (nitrous oxide) analgesia, including starting and stopping the flow as directed by the supervising Dentist.
- Responsible for placing, exposing and processing intraoral Panoramic and Cephalometric radiographs.
- Prepares patients for treatment and gives preoperative and postoperative instructions.
- Responsible for fabricating and delivering temporary crowns, bleaching, fluoride tray cements and removes temporary crowns and bridges.
- Responsible for packing and medicating extraction areas. Places periodontal packs and removes packs or sutures.
- Processes impressions, bit registrations or digital scans of teeth and jaw for diagnostic and opposing models.
- Performs direct restorative treatment by placing acid etch, bonding agents, wedge, matrix and cavity base materials.
- Triages patients and performs oral inspection of patient and charts existing restorations.
- Pre-fits fixed and removable orthodontic appliances, occlusal guards, bleaching trays and fluoride trays.
- Removes fixed orthodontic appliances, orthodontic cements, and the orthodontic bonded resin material.

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3) Maintains clean and fully stocked clinic

- Keeps operatory fully stocked at all times.
- Promptly sterilizes dirty instruments throughout the day.
- Immediately alerts supply personnel when low stock situations develop.
- Sterilizes equipment and disinfects operatory according to OSHA and Joint Commission requirements.

4) Attendance

- Ensures attendance and hours worked are accurately recorded in a computerized timekeeping system.
- Properly manages PTO hours.
- Responsible for regular, predictable attendance and to work hours as scheduled, which may include evenings or weekends.
- Other duties as assigned.

GENERAL DEVELOPMENT

1. Requires basic organizational skills, typically to organize own work.
2. Job duties require the ability to work independently and as part of a team.
3. Duties require the ability to effectively perform in response to workflow or ongoing direction by supervisors or others.
4. Ability to determine an effective response to situations encountered within established precedent.
5. Ability to manage own duties and responsibilities on a fixed schedule without the need for direction or assistance in prioritization is required
6. Work requires consideration of the impact of work product on other employees in the work process.
7. Duties require analysis of information following established methods, not requiring the employees own opinions.

PROFESSIONAL & TECHNICAL KNOWLEDGE

1. Possesses a basic level of written and verbal communications skills, computational and computer skills and mathematical knowledge typically acquired through completion of a high school program or GED.

LICENSES AND CERTIFICATIONS:

Employee must be registered as a Dental Assistant with the state of Washington and hold a current basic life support certification

TECHNICAL SKILLS

1. Ability to gain knowledge of all dental instruments using in fillings, oral surgery, root canals, crown and bridge treatment and removable prosthetics.
2. Ability to learn RX products that are used in the procedures including, and limited to the manufacturers recommended protocols.
3. Ability to create, send and manage email.
4. Ability to access web-based applications and programs of others.

COMMUNICATION SKILLS

1. Job duties require the employee to effectively communicate basic or non-technical information to co-workers or others.
2. Employees are expected to exercise tact and diplomacy in the resolution of mild conflicts or disagreements.
3. Employee is required to effectively communicate using FHC's core values; the Core Dimensions

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- Respect—using manners and appropriate language; maintaining a person’s dignity and confidentiality; giving credit where due; asking others for their input and feedback.
 - Empathy—to show someone you understand what they are feeling without judgment; engaged listening with no distractions; acknowledgment and paraphrasing; eye contact.
 - Genuineness—tone of voice and body language are congruent; showing consistent behaviors over time; integrity (follow-through and follow-up); humility (admitting when a mistake is made).
 - Specificity—what details can you give so someone knows what “excellence” looks like; models or samples; one-on-one mentoring; alternate plans.
4. Job duties require employee to provide excellent customer service to all internal and external customers.
5. Job duties require the effective communication of information during informal and formal verbal presentations.

WORK ENVIRONMENT

Work is performed in an office environment.

TYPICAL PHYSICAL DEMANDS

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing				x	
Walking				x	
Climbing		x			
Sitting					x
Stooping / Kneeling			x		
Lift/Carry up to 15 lbs.			x		x
Lift/Carry up to 30 lbs.		x			
Lift/Carry up to 50 lbs.		x			
Push/Pull up to 25 lbs. of exertion		x			
Push/Pull up to 50 lbs. of exertion		x			
Work below waist level		x			
Work at waist to shoulder level					x
Work above shoulder level		x			
Reach further than arm's length			x		
Finger dexterity					x
Grasping / Holding			x		
Talking					x
Hearing					x
Seeing					x
Work in confined spaces		x			
Exposed to extreme temperatures	x				
Operate tools or machinery (incl. office equipment.)					x
Operate motorized vehicles/equipment		x			
Work at heights balancing	x				
Use/exposed to hazardous substances	x				

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his description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so

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classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Signature below acknowledges that I have received a copy of my job description.

Employee Signature

Date

Witness Signature

Date