



**JOB TITLE:** Dental Assistant  
**EMPLOYER:** Emerald Coast Dental Spa & Sleep Medicine  
**DEPARTMENT:** Clinical  
**REPORTS TO:** Clinical Team Leader  
**STATISTICS RESPONSIBLE FOR:** Doctor Production

**EFFECTIVE DATE:** 05/11/2022

**SUMMARY:** A Dental Assistant primary role is supporting, educating and assist in treating our patients. Striving to achieve whole body health and a category of one experience for all of our patients.

**DUTIES AND RESPONSIBILITIES:**

- Be courteous and respectful to all patients
- Maintain a positive impression
- Maintain HIPAA Compliance
- Make sure the treatment rooms are ready, stocked and clean
- Seat patients and have the proper set-up for procedures before the Doctor enters the treatment room
- Review and update the patient’s health history
- Discuss the risks associated with Obstructive Sleep Apnea and screen patients for OSA
- Present the appropriate educational literature to patients
- Help “sell” dentistry by educating patients on their dental needs and overall health
- Assist the Doctor at all times using four handed dentistry and anticipate the Doctor’s needs during all procedures
- Keep the patient records current & accurate by charting dental treatment needed and service rendered
- Before dismissing the patient, make sure the patient’s chart is complete and all services for the day’s treatment are recorded in Dentrix correctly. Update any changes in treatment and set complete the treatment after Doctors confirmation. Update the patient’s chart for the Scheduling Coordinator to schedule undone treatment with the Doctor. If an impromptu case plan is needed, advise the Financial Coordinator of the care plan needed. Return the patient’s Route Slip with hand off to the Scheduling/ Treatment Coordinator for the patient's next visit to be scheduled.
- Take X-rays, Digital/ Manual impressions and make temporary crowns/ bridges
- Keep track of daily production on the schedule in the operatories
- Pour and trim study models when needed
- Maintaining Lab Case Manager for all dental cases
- Perform all other expanded RDA duties if qualified or trained



- Be responsible for the appearance of the treatment rooms
- Clean and oil handpieces
- Be responsible for inventory, ordering and stocking all Dental supplies
- Keep track of all back ordered supplies
- Be responsible for the appearance of the sterilization area
- Be responsible for the sterilization of instruments and equipment
- Change the cold sterilization solution
- Check the sterilization area for things not done the night before
- Assist at the front desk when time permits
- Take out trash, clean up treatment rooms and sweep or mop(if needed) floors daily
- Change suction traps weekly in all treatment rooms
- Turn off all treatment units, vacuum and Nitrous at end of each working day
- Performs other related duties as assigned by management.

**SUPERVISORY RESPONSIBILITIES:**

- This job has no supervisory responsibilities.

**QUALIFICATIONS:**

- One-year college or technical school, or six months to one year related experience and/or training, or equivalent combination of education and experience.
- Certificates preferred: Registered Dental Assistant, Expanded Functions Dental Assistant
- Computer skills required: Dentrix Software & Microsoft Suite (Excel & Word)
- Other skills required:

**COMPETENCIES:**

- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.



- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Frequently required to stand
- Frequently required to walk
- Occasionally required to sit
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Continually work near moving mechanical parts
- Continually work around airborne particles, or toxic chemicals
- Continually exposure to bloodborne and airborne pathogens or infectious materials
- While performing the duties of this job, the noise level in the work environment is usually moderate
- The employee must occasionally lift and /or move more than 25 pounds
- Specific vision abilities required by this job include: Depth perception and ability to adjust focus
- Additional remarks regarding work environment: Fast Paced, High Energy & Rewarding
- Specialized equipment, machines, or vehicles used: Cold Laser, Co2 Laser, 3-D X-Rays, Digital Impressions & Ozone generator



*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

By signing this form, I \_\_\_\_\_ agree to comply with the job description and expectations while carrying out all job duties properly for Emerald Coast Dental Spa & Sleep Medicine..

Employee Signature: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_