

## HOPE Medivan JOB DESCRIPTION

POSITION/TITLE: Registered Dental Assistant

SUPERVISOR: Clinic Coordinator

STATUS: Part-time Volunteer - 4 -6 hours per month

### POSITION SUMMARY

Provide leadership in the set-up and operations related to the dental clinical practice, and working with the Clinic Administrator on continuous quality improvement activities.

### DUTIES INCLUDE

- Extra-oral duties or functions specified by the supervising dentist;
- Operation of dental radiographic equipment for the purpose of oral radiography.
- A dental assistant may perform such basic supportive dental procedures as the following under the direct supervision of a licensed dentist when done so pursuant to the order, control and full professional responsibility of the supervising dentist. Such procedures shall be checked and approved by the supervising dentist prior to dismissal of the patient from the office of said dentist.
  - a. Take impressions for diagnostic and opposing models, bleaching trays, temporary crowns and bridges, and sports guards;
  - b. Apply non-aerosol and non-caustic topical agents;
  - c. Remove post-extraction and periodontal dressings;
  - d. Placement of elastic orthodontic separators;
  - e. Remove orthodontic separators;
  - f. Hold anterior matrices;
  - g. Remove sutures;
  - h. Take intra-oral measurements for orthodontic procedures;
  - i. Apply topical fluoride, after scaling and polishing by the supervising dentist or a registered dental hygienist;
  - j. Place and remove rubber dams;
  - k. Place, wedge and remove matrices;
  - l. Cure restorative or orthodontic materials in operative site with light-curing device;

### QUALIFICATIONS

- Working knowledge of technical dental assistant procedures, and medical terminology.
- Working knowledge of the care and use of dental equipment and supplies
- Working knowledge of interviewing, counseling, and teaching techniques in a dental setting.
- Sensitivity to the needs of people with different cultural, environmental, and social backgrounds.
- Ability to establish and maintain effective working relationships with others.

### Training and Experience

Any combination of training and experience which would provide the required qualifications.

### SPECIAL REQUIREMENTS

Possession of a valid Registered Dental Assistant license issued by the state of California.

Nothing within this job description is intended to offer a contract or a guarantee of continued employment.