



## Registered Dental Assistant

### Job brief

We are looking for a competent dental assistant who will make our dental office more efficient and pleasant for patients. You will ensure excellent customer service and lift administrative and basic dental tasks off the dentist's shoulders.

Dental assistants should be well-organized with great attention to detail. You should be able to follow instructions and respect dental office regulations. We want you to be skilled in providing direct or indirect patient care and able to make office procedures as smooth as possible.

### Responsibilities

- Welcome customers in the dental office
- Prepare customers for treatments or checkups ensuring their comfort
- Select and set up instruments, equipment and materials needed
- Sterilize instruments according to regulations
- Assist the dentist through 4-handed dentistry
- Undertake lab tasks as instructed
- Provide oral hygiene and post-operative care instructions
- Keep the dental room clean and well-stocked
- Schedule appointments and prepare treatment plans
- Maintain accurate patient records and assist with payment procedures

### Requirements

- Knowledge of dental instruments and sterilization methods
- Understanding of health & safety regulations
- Ability to perform regulated non-surgical tasks is a plus
- Good computer skills
- Excellent communication and people skills
- Attention to detail
- Well-organized and reliable
- Current Immunization record
- Education: High school diploma; graduating from dental assistant school is preferred
- Experience: 1+ years dental assisting in general dentistry setting
- Certifications: RDA, Nitrous Oxide, CPR, OSHA/HIPAA