

## **Job Description—Interfaith Dental Clinic**

**Title:** Full-Time Registered Dental Assistant—Oral Surgery, Sterilization and Maintenance

**Reports to:** Dr. Laurie Carlisle, Chief Program Officer

**Based at:** Interfaith Dental Clinic, Nashville, TN

**Rotations possible at:** Interfaith Dental Clinic, Murfreesboro, TN

### **Job Purpose:**

To effectively assist the doctor in patient comfort and care, so as to maintain and uphold the mission of Interfaith Dental Clinic

### **Performance Requirements:**

- Must be a Registered Dental Assistant with active license and CPR certification.
- 2 years of experience as a chairside assistant required
- Proficiency in equipment maintenance

Must be proficient in assisting all aspects of general dentistry including:

- Sterilization of instruments and operatory turn over
- X-rays (PAN, FMX, I/O, Digital patient pictures)
- 4-handed dental assisting
- Effective patient communication (finances, treatment plans, appointments)
- Basic lab skills (pouring and trimming models, taking impressions)
- Proficient in dental software programs (Dentrix Enterprise preferred)
- Committed team player with ability to adapt

### **Key Responsibilities and Accountabilities:**

1. Seat and dismiss patients
2. Schedule and review appointments as indicated
3. Confirm procedures and review finances
4. Treatment plan and explain doctor diagnosis
5. Maintain patient comfort in the chair
6. Draw sedation drugs as directed by doctor
7. Timely room-set up and break-down
8. Give and explain OHI and post-op instructions to patient effectively
9. Coordinate and run sterilization, including operatory turn-over
10. Order and stock supplies when indicated
11. Call-in and note prescriptions as indicated per doctor
12. Maintain office cleanliness on daily basis
13. Effectively confirm patients and assist with front desk duties when needed
14. Recognize and indicate appropriate patient stories for fundraising events
15. Repair and maintain dental equipment as applicable, and apply preventive checks