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**FEATHER RIVER TRIBAL HEALTH**

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**POSITION DESCRIPTION**

**JOB TITLE: DENTAL ASSISTANT (DA)**

**Grade: 5**

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<b>Reports to:</b>	<b>Dentist/Dental Clinic Coordinator</b>	<b>Department:</b>	<b>Dental</b>
<b>Classification:</b>	<b>Non-Exempt</b>	<b>Supervises:</b>	<b>None</b>

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**POSITION SUMMARY:**

Under the direction supervision of a licensed Dentist, performs those tasks allowed under Title 16 of the California Administrative Code Section 1085, pursuant to the order, control, and full professional responsibility of the supervising dentist.

**ESSENTIAL FUNCTIONS:**

1. Be proficient in all phases of four (4) handed dental assisting for endodontics, periodontics, oral surgery, prosthodontics, and restorative procedures.
2. Knowledge of dental terminology, materials, medications, and instruments used during the above dental procedures.
3. Be proficient in standard radiographic methods.
4. Performs laboratory duties such as fabricating mouth guards, pouring models, etc.
5. Knowledge and implementation of all infection control procedures used in the Dental Clinic. Clean and sterilize instruments and set-up trays.
6. Maintain a courteous and professional demeanor at all times.
7. Participate in continuing education on a regular basis to enrich skills and knowledge to provide progressive professional development.
8. Other duties as may be assigned.
9. Maintain inventory par levels and restock operatories and other Dental rooms, as needed.
10. Maintains confidentiality in all matters.

**ADDITIONAL RESPONSIBILITIES:**

1. Attend staff trainings and meetings are required.
2. Back up other positions in the department as needed.
3. Learn and implement electronic health records functions as they continue to evolve.
4. Assist with a variety of duties in order to meet the needs of the department on an as needed basis.

**KNOWLEDGE, SKILLS AND ABILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to obtain CPR certificate as required for position.

**EDUCATION AND EXPERIENCE:**

1. High school diploma or GED.
2. Documented evidence of proficiency in those tasks allowed by California law.
3. One (1) year experience as an assistant in general dentistry.
4. Current x-ray license.
5. Current CPR certification.
6. Must be will to submit to and pass a pre-employment drug test.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms, stoop, kneel or crouch; and talk and hear within normal range. The employee is frequently required to stand, walk, sit, climb, or balance and use taste and smell senses. The employee must regularly be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position is physically and emotionally challenging. There is a high degree of stress. Ability to deal with time constraints and emotional stress and exposure to body fluids and viruses are also essential functions of this job.

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**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to odors and airborne particles. The noise level in the work environment is usually moderate.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U. S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

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**Reviewed Job Description:**

Employee Printed Name: \_\_\_\_\_

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

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

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Supervisor: \_\_\_\_\_

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

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Executive Director: \_\_\_\_\_

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

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