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**FEATHER RIVER TRIBAL HEALTH**

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**POSITION DESCRIPTION**

**JOB TITLE: REGISTERED DENTAL ASSISTANT (RDA)**

**Grade: 7**

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**Reports to: Dental Director**

**Department: Dental**

**Classification: Non-Exempt**

**Supervises: None**

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**POSITION SUMMARY:**

As a member of the health care team, the Registered Dental Assistant, under general and direct supervision, assists dental professionals with standard procedures to provide patient care and instruction and assists the dentist during the examination and treatment of patients by performing those tasks allowed under Title 16 of the California Administrative Code, Section 1085.

**ESSENTIAL FUNCTIONS:**

1. Prepares patient, sterilizes and disinfects instruments, sets up instrument trays, prepares materials, and assists dentist during dental procedures.
2. Takes and records medical and dental histories and vital signs of patient.
3. Takes digital dental diagnostic x-rays.
4. Makes preliminary impressions for study casts and occlusal registrations for mounting study casts.
5. Pours, trims and polishes study casts, fabricates custom impression trays for preliminary impressions, cleans and polishes removable appliances and fabricates temporary restorations.
6. Assists dentist in management of medical and dental emergencies.
7. Instructs patients in oral hygiene and plaque control programs.
8. Provides postoperative instructions prescribed by dentist.
9. Records treatment information in patient records.
10. Cleans and prepares dental operatories between patients following OSHA guidelines for infection control.
11. Maintain inventory par levels and restock operatories and other dental rooms as needed.
12. Provides preventative dental education to clinic patients and community groups under direction and supervision of dentist.
13. Ability to perform standard and radiographic methods, exposes, processes, and mounts diagnostic digital radiographs.
14. Knowledge of patient scheduling procedures.
15. Maintains confidentiality in all matters.
16. Maintenance and testing of equipment.

**ADDITIONAL RESPONSIBILITIES:**

1. Provides reception relief as needed including scheduling appointments, assisting in the completion of insurance forms and maintenance of clerical records for the dental department.
2. Participate in continuing education in order to provide the highest quality of care to the patient population and to maintain a current and active license to practice.
3. Provides other allied duties as may be assigned from time to time.
4. Assist other staff members in development and maintenance of department goals, objectives, policies, and procedures.
5. Participate in on-going quality improvement monitoring and activities.
6. Attend all trainings, meetings and conferences as required.
7. Learn and implement electronic health records functions as they continue to evolve.
8. Assist with a variety of duties in order to meet the needs of the department on an as needed basis.
9. Other duties as assigned.

**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 maintain a professional attitude and appearance at all times.
2. Ability to meet deadlines and assigned projects in a timely, efficient manner.
3. Demonstrate awareness, sensitivity, and appreciation of Indian culture, traditions, customs, and socioeconomic needs.
4. Ability to be prompt and efficient with minimal absences.
5. Knowledge of dental terminology, materials, medication, and instruments.
6. Ability to be calm and resourceful in emergencies.
7. Ability to communicate effectively and to exercise tact, display concern, initiative, and good judgment in dealing with people.
8. Ability to accept and use supervision.
9. Good health and physical condition sufficient to permit the full performance of the duties of the position.
10. Ability to write clearly, concisely, and legibly and communicate effectively and record observations completely and accurately.

**EDUCATION AND EXPERIENCE:**

1. High school diploma or GED certificate.
2. Current California Registered Dental Assistant License.
3. One (1) year experience as an RDA in general dentistry.
4. Graduate of an accredited Registered Dental Assistant program or documented evidence of proficiency in those tasks allowed by California law as determined by a dental provider.
5. Possession of a current Coronal Polishing certification.
6. Possession of a current Radiation Safety certification.
7. Current CPR certification.

**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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