

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: REGISTERED DENTAL ASSISTANT – EXTENDED FUNCTIONS II
DEPARTMENT: DENTAL
SUPERVISOR: LEAD RDA
CLASSIFICATION: FULL-TIME NON-EXEMPT

POSITION SUMMARY:

Assist the dental provider in the performance of functions and activities as qualified by California law and training.

ESSENTIAL JOB FUNCTIONS:

- Demonstrates excellent team work through communication, positive attitude, willingness to help anywhere at any time.
- Demonstrates excellent patient care and customer service through clean personal appearance, friendly demeanor, going to the extra mile for patients.
- Assists dentist in the care and treatment of dental pathologies
- Performs all duties that a RDA is allowed to perform as specified in the California law.
- Conduct preliminary patient oral health evaluations, charting and evaluating of soft tissue, classifying occlusion and myofunctional evaluation
- Performing oral health assessments in community and outreach programs/ school-based settings organized by LCTHC and under the direction of a dentist, RDH or RDHAP
- Cord retraction of gingiva for impressions procedures
- Sizing and fitting endodontic master points and accessory points
- Cementing endodontic master points and accessory points
- Placing, contouring, finishing and adjusting all direct restorations
- Adjusting and cementing permanent indirect restorations
- Taking final impressions for permanent indirect restorations and for tooth-borne removable prostheses
- Polishing and contouring existing amalgam restorations
- All other procedures authorized and adopted by the dental board of California.
- Takes directions/instructions from the Lead RDA
- Takes pride in the appearance of the clinic and takes immediate steps to correct a discrepancy , like promptly disposing of garbage on the floor
- Prepares and maintains the utility room, dental lab, operatories, sterilization area, assistants carts, radiology room
- Prepares correspondence and reports as requested by the director or dentists
- Ensures there is an adequate inventory of dental and administrative supplies
- Cross-trains for front office and assists the lead dental receptionist when necessary to provide the efficient flow of patients and documents.
- Performs other related duties as may be assigned by Lead RDA, office manager, or dental director.

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- High School diploma or GED
- CA driver's license
- Licensure by the state of California as a Registered Dental Assistant in Extended Functions
- Coronal Polishing and Radiation Safety Certificate
- CPR Certificate preferred
- Knowledge of Dental Software preferred

PHYSICAL DEMANDS: 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. **Sitting / Mobility:** Approximately 20% of time is spent working at a desk. Balance of time (approximately 80%) is spent moving around work areas and office sites. **Communication:** Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. **Vision:** Ability to view close and distance areas, effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. **Lifting / Carrying:** Ability to occasionally lift and/or move objects weighing up to 60 pounds. **Stooping / Kneeling:** Ability to provide security services, access files/stock supplies in low cabinets and shelves. **Reaching / Handling:** Ability to use hands to finger, handle, or feel; reach with hands and arms, input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard safety and security equipment, including, office equipment, computer, telephone, calculator, copiers, and fax. Work is performed in a medical office/clinic environment; frequent exposure to outside weather conditions; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date

