



CALIFORNIA
NORTHSTATE
UNIVERSITY

Registered Dental Assistant, College of Dental Medicine, Elk Grove, California, USA

POSITION TITLE: Registered Dental Assistant

REPORTS TO: CFO/ VP of Finance

WORK SCHEDULE: Monday – Friday,
Normal Business Hours
full time, Exempt,
\$60,000 Annual Salary

CLOSING DATE: Open until filled

POSITION SUMMARY: We're hiring personable Registered Dental Assistants (RDA) to provide extraordinary customer service to our patients. The duties of an RDA require performing chair-side technical, interpersonal, and administrative skills, and may vary with state regulations and licensure. They include a broad set of responsibilities to provide patients with high-quality oral health care.

Registered Dental Assistant (Dispensary primary)

Registered Dental Assistants primarily assigned to dispensary is primary responsible that the environment has sufficient supply of all supplies, instruments, and materials necessary to provide dental care (dispensary) but remains willing to performing the tasks done by the sterilization and chairside aspects of the clinic.

- *Duties are a subset as described for the floor manager as they relate to inventory oversight, equipment maintenance, administrative and other duties, and miscellaneous.*

Registered Dental Assistant (Sterilization primary)

Registered Dental Assistants primarily assigned to sterilization is primary responsible that the environment and instruments are properly prepared and maintained for use in the delivery of care to the next patient but remains willing to performing the tasks done by the dispensary and chairside aspects of the clinic.

- *Duties are a subset as described for the floor manager as they relate to dental instrument preparation, equipment maintenance, administrative and other duties, and miscellaneous.*

RESPONSIBILITIES:

- Function chairside dental procedures as a Registered Dental Assistant (RDA)
- Fabricate, adjust, cement, and remove indirect provisional restorations, including stainless steel crowns when used as a provisional restoration.
- Remove excess cement from surfaces of teeth with a hand instrument.
- Assisting the dentist during a variety of treatment procedures, such as restorations and extractions through 4-handed dentistry.
- Take full mouth x-rays, perform coronal polishing; provide flossing and oral hygiene instructions.
- Fabricating temporary crown and bridge
- Application of pit and fissure sealants
- Open/close back office as instructed.
- Obtain patient medical history, blood pressure, and pulse.
- Obtain and pour dental impressions for diagnostic models, surgical guides, and prosthesis. Performs other dental laboratory functions as needed.
- Maintain accurate patient records and assist with payment procedures.
- Maintain strict compliance with all pertinent laws and regulations (HIPAA, OSHA, ADA, Dental Board, etc.)
- Develop and oversee clinical infection control and prepare and sterilize/disinfect instruments and equipment according to regulations.
- Welcome patients to the dental office.
- Prepare patients for treatment or checkups, ensuring their comfort.
- Provide pre-operative and post-operative patient care before, during, and after dental treatment.
- Provide patients with instructions for oral care following dental treatment procedures, such as the placement of a restoration.
- Educate patients appropriate oral hygiene strategies to maintain oral health (e.g., tooth brushing, flossing and nutritional counseling)
- Provide CPR and respond to an emergency in the clinic.
- Obtain and review informed consent prior to any treatment.
- Assists dentist in charting findings and treatment plans in patient records.
- Input clinical notes and appointment information into the patient's health record
- Communication with patients and suppliers (e.g., scheduling appointments, answering the telephone, ordering supplies, etc.)
- Assists with following up on dental lab cases, confirming that these cases are delivered, quality check is complete, and ready for patient's appointment.
- Performs other related duties as assigned or requested.

EDUCATION AND EXPERIENCE

- Must be licensed Registered Dental Assistant in the State of California
- A High School diploma or equivalent
- Current X-ray License and CPR Certification required.
- 1+ years' experience as a Registered Dental Assistant
- Must have coronal polishing license and be Sealant Certified
- Successful completion of Infection Control Exam

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of government (Medi-Cal) and non-government payers for dental insurance
- Must possess the skills necessary to perform duties, per State of California licensing guidelines.
- Must be familiar with dental terminology, materials, medications, and instruments used during dental procedures.
- Ability to develop proficiency in electronic health record and digital x-ray software.
- Good judgment and critical thinking skills
- Proficient in the use of Microsoft Office Family of Software (e.g., Word, Excel, etc.) and able to learn other software.
- Outstanding communication skills, both verbal and written
- Strong interpersonal skills and ability to develop rapport with dental patients and other clinic staff.
- Excellent organizational and time management skills
- Multilanguage skills

Applications will be reviewed upon receipt. Candidates must provide a resume/CV and letter of interest with at least three references. Candidates must articulate how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, resume/CV, list of references, and any additional information to CDM.jobs@cnsu.edu, with the email subject line of "Registered Dental Assistant" Review of applicants will begin immediately and will continue until position is sufficiently filled.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.