



Join the River Oaks Dental Team as a Licensed Dental Assistant

At River Oaks Dental, we are dedicated to providing compassionate, patient-centered care in a welcoming environment. Our team is known for its commitment to excellence, and we take pride in creating positive experiences for our patients. As a licensed dental assistant at River Oaks Dental, you'll play a critical role in supporting our mission by ensuring that every patient feels comfortable, informed, and cared for during their visit.

We value reliability, accountability, and preparedness in all of our team members. Your ability to consistently deliver on these qualities will be key to our team's success in delivering exceptional care.

Position Title: Licensed Dental Assistant

Status: Non-exempt, Regular, Full-time/Part-time

Reports To: Dentist, Associate Dentist, or Office Manager

Working Conditions/Physical Requirements:

- Standing 80%, sitting 20%.
 - Moderate noise levels from dental and lab equipment.
 - Minimum moving requirements of 35 pounds to transfer equipment and supplies.
 - Frequent bending, twisting, and position changes during patient care.
 - Exceptional hand-eye coordination for using dental instruments and tools.
 - Frequent interaction with clients and interoffice personnel in a clinical setting.
 - Strong near vision required for mixing materials and performing dental tasks in small spaces.
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Licensed Dental Assistant Responsibilities:

- **Patient Care & Preparation:**
 - Greet and escort patients to the treatment area, making them feel welcome and answering any general questions.
 - Prepare treatment rooms by sterilizing instruments and ensuring materials are ready for use.

- Assist the dentist during procedures, including passing instruments, mixing materials, and suctioning as needed.
 - Provide postoperative care instructions to patients, ensuring they understand how to care for themselves post-procedure.
 - Take, process, and interpret dental x-rays, ensuring quality images are captured.
 - Maintain detailed and accurate patient records, documenting care provided and treatment notes.
 - **Clinical & Sterilization Duties:**
 - Follow strict sterilization and disinfection protocols to ensure patient safety and compliance with OSHA standards.
 - Assist in preparing and fabricating temporary restorations, impressions, and study models.
 - Maintain dental equipment, ensuring all equipment is functioning and troubleshooting malfunctions as needed.
 - Manage treatment rooms, ensuring instruments are organized and ready for use.
 - **Administrative & Support Responsibilities:**
 - Assist with confirming appointments, collecting patient payments, processing billing, and handling insurance forms when necessary.
 - Support front desk operations by scheduling patients and helping with administrative tasks during downtime.
 - Assist in creating and managing patient loyalty programs as needed.
 - **Reliability, Accountability, & Preparedness:**
 - Be punctual and fully prepared each day, ensuring treatment rooms are set up before patients arrive.
 - Consistently demonstrate reliability and accountability, ensuring high-quality care and completing tasks efficiently.
 - Anticipate the needs of the dentist and patients during procedures, ensuring smooth and efficient patient care.
 - **Team Collaboration:**
 - Work closely with the entire dental team to ensure smooth day-to-day operations.
 - Participate in team meetings to discuss patient care, procedures, and office efficiency.
 - Always represent the practice in a professional, pleasant, and cooperative manner.
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Job Requirements:

- **Confidentiality & Safety:**
 - Always maintain confidentiality to HIPAA standards.
 - Follow strict safety guidelines and OSHA protocols for infection control, patient care, and equipment handling.
- **Qualifications:**

- High school diploma or GED required; diploma or certificate from an accredited dental assisting program preferred.
- Current Minnesota Dental Assistant License.
- CPR and dental x-ray certification required.
- Excellent communication and patient care skills, with the ability to work in a fast-paced environment.
- Comfort working with dental procedures and equipment, including handling potentially unpleasant smells or sights.
- Ability to adapt to changing job duties and work independently or as part of a team.

Acknowledgment of Receipt by Employee:

I have read and understand the expectations and responsibilities of the Licensed Dental Assistant position at River Oaks Dental.

Employee Name and Signature: _____ Date: _____

Manager Name and Signature: _____ Date: _____