

Dental Assistant Responsibilities

Job brief

Dental assistants must be well-organized with great attention to detail. You should be able to follow instructions and respect dental office regulations. We want you to be skilled in providing direct or indirect patient care and able to make office procedures as smooth as possible.

Responsibilities

- Welcome patients in the dental office
- Prepare customers for treatments or checkups ensuring their comfort
- Select and set up instruments, equipment and material needed
- Sterilize instruments according to regulations
- Assist the dentist through 4-handed dentistry
- Take dental radiographs (x-rays)
- Ask about the patient's medical history
- Take patient's blood pressure and pulse
- Undertake lab tasks as instructed
- Provide oral hygiene and post-operative care instructions
- Keep the dental room clean and well-stocked
- Step in to assist other staff with patient care and/or set-up/breakdown of rooms as needed
- Schedule appointments
- Placing patient reminder phone calls
- Maintain accurate patient records using Eaglesoft dental software
- Clean and restock procedure rooms
- Assist office staff to maintain the general cleanliness of the office: labs, hallways, waiting room, patient restroom, breakroom, etc.
- Perform necessary office close down procedures at the end of the day: lock doors, close windows, shut down computer server, etc.

Requirements

- Proven experience as dental assistant
- Knowledge of dental instruments and sterilization methods
- Understanding of health & safety regulations
- Ability to perform regulated non-surgical tasks, such as coronal polishing
- Good computer skills
- Excellent communication and people skills
- Attention to detail
- Well-organized and reliable
- High school diploma; graduating from dental assistant school is preferred