



Position Description

Position Title:	Registered Dental Assistant (RDA)	Reports To:	Dental Clinic Operations Manager
Department:	Healing Clinic 750	Job Category:	Non-Exempt

Position Summary

The mission of the Jamestown Healing Clinic (JHC) Registered Dental Assistant (RDA) is to enhance the oral health status of JHC patients. As an integral part of an integrated care clinic combining primary care, dental, behavioral health, and opiate treatment, the RDA works collaboratively within a team framework. Responsibilities include providing skilled dental assisting services, maintaining, and updating patient dental charts, fulfilling dental lab work orders, and conducting digital intraoral and panoramic radiograph imaging. All tasks are carried out under the direction of the JHC Oral Health Director, Dental Clinic Operations Manager, or the JHC Dental Assistant Lead.

Essential Functions

- Provide chairside assistance during examinations and other procedures, including passing instruments and materials, and operating suction/retraction equipment in patients' mouths.
- Apply coronal polish; take study model impressions; fabricate and cement temporary crowns; place and remove rubber dams, as needed.
- Maintain dental operatories, including the lab and sterilization area, in a clean, orderly, and sterile condition, and consistently uphold infection control practices.
- Sterilize and store all dental equipment and instruments according to current infection control guidelines.
- Triage emergency patients: report findings to the dentist and schedule as necessary.
- Provide oral hygiene instructions; routine prophylaxis and topical fluoride treatments as assigned by the dentist.
- Assist with tracking inventory, purchase of supplies and equipment.
- Assist reception staff to greet and take care of patient needs as needed.
- Participate in dental staff meetings.
- Accurately record and scan treatment details into patients' electronic dental records.
- Complete dental laboratory work orders in compliance with dentist and outside laboratories instructions; prepare cases to be sent out; check cases in; schedule appointment with patient for delivery.

- Expose and manipulate digital intraoral and panoramic radiographs utilizing the software and equipment accurately.
- Lab work may include pouring and trimming of models.
- Maintain and ensure patient confidentiality.
- Adhere to all JHC policies and procedures, including standards for safety, PPE, and work practices as described in the Occupational Exposure Control Plan and HIPAA.
- Perform additional duties as assigned.

Requirements

- High School Diploma or equivalent
- Certified Dental Assistant (CDA) or Registered Dental Assistant (RDA) certification
- One (1) year experience as a Registered Dental Assistant
- Ability to work in a cross-culture environment, understands the social and cultural context of the patients at the JHC
- Understands and adheres to state (RCW, WAC) and federal confidentiality regulations (42 CFR part 2)
- Willingness to receive ongoing continuing education
- BLS Certification
- Knowledge of Electronic Health Records (EHRs)
- Computer proficiency in Microsoft Suite
- Exceptional interpersonal skills including effective verbal and written communication
- Valid driver's license and the ability to travel locally and regionally as assigned
- Must be able to successfully pass criminal background investigation

Preferred Qualifications

- American Indian/Alaska Native preferences apply

Physical Requirements/Working Conditions

- Must be available to work any shift (to include all hours, weekends, and/or holidays as job duties require)
- Must be able to lift, push and carry up to 25 lbs. unassisted
- Physical ability to access all areas of the property applicable to your position
- Must be able to withstand prolonged standing, sitting, walking, bending, climbing, squatting and twisting without restriction
- Requires eye/hand coordination and manual dexterity; ability to distinguish letters, numbers and symbols
- Must have the ability to reach at or below/above shoulder level on a continuous basis
- Must be able to work in a fast-paced, busy, and somewhat stressful environment and maintain physical stamina, proper mental attitude while dealing effectively with customers, management, team members, and outside contacts while working under pressure and meeting deadlines

Acknowledgement

The purpose of this position description is to communicate the responsibilities and duties associated with this position. While the following information should be considered a comprehensive description of this position, it should also be noted that some responsibilities and duties may not be specially addressed.

Every employee is expected to perform any reasonable task or request that is consistent with fulfilling company objectives. Jamestown S'Klallam Tribe reserves the right to modify the job duties and responsibilities as business requires. This job description does not constitute a written or implied contract of employment.

It is imperative that you review these duties, skills, and physical requirements closely and that you understand that by signing the Job Description Acknowledgement below, you are verifying that you can perform all duties, have the skills and possess the physical abilities that are necessary to perform the job as described.

Employee Name: _____

Employee Signature: _____

Date: _____