



**Position:** Dental Assistant

The Dental Assistant plays a vital role within the Angel Dental Care team. The Dental Assistant works chair-side with the practitioners to ensure a positive experience for the patient while delivering on Angel Dental Care's commitment to exceptional customer service. The Dental Assistant supports the clinical treatment care of patients. Dental Assistant should possess a friendly, outgoing demeanor and excellent organizational skills.

**Job Duties and Responsibilities:**

- Provide chair-side assistance for provider during dental procedures
- Chart and take x-rays
- Review dental records with patients, providing instruction on postoperative procedures
- Support Practice Manager and clinical team with assigned tasks
- Friendly positive demeanor at all times
- Organize and maintain lab cases
- Perform various office tasks as necessary.
- Prepare and breakdown operatory and equipment prior to and between each patient visit
- Ensure all OSHA and Dental Board policies and procedures are properly followed.
- Ability to work in fast pace environment while maintaining a positive attitude
- Ability to make temporary crown/bridges
- Be willing to work flexible shifts
- Current Dental Assistant Certification
- Current Radiology Certification
- Maintain annual OHSA, HIPPA and infection control training as required by law

**\*\*\*The above statements are describing the intended work for the Dental Assistant position. This is NOT an exhaustive list of all job duties and responsibilities.**

**Acknowledgement: By signing, I acknowledge that I have received a copy of this job description**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_