



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CALIFORNIA 93258

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POSITION DESCRIPTION

REGISTERED DENTAL ASSISTANT

Reports To: Dental Director
FLSA Status: Non-Exempt

Prepared By: Human Resources
Salary Grade: \$14.42 D.O.E.

Position Summary:

Under the Direction of the Dental Director, the Registered Dental Assistant will work directly with the Dentist in the treatment of clinic patients, and should be knowledgeable and sufficiently skilled in all phases of assistance as outlined below. In addition, the RDA must be able to communicate well and be able to establish rapport with patients and their families. He/she must be sensitive to the needs of the Indian community; its cultures, traditions, behavior patterns and express a genuine enthusiasm for its success.

Essential Duties and Responsibilities:

1. Be proficient in all phases of four-handed dental assisting for endo, prostho, perio, and oral surgery and restorative procedures.
 2. Be familiar with dental terminology, medications, and instruments used during the above dental procedures.
 3. Compile and complete physical and/or electronic recording of patient dental treatments and update patient dental charts and statistical data.
 4. Informs and assists Billing Clerk/Dental Treatment Plan Coordinator on patient dental treatment(s) and provides follow-up as is necessary to process patient billings on timely basis.
 5. Is responsible for complying with maintaining confidentiality of dental patient History and files; except when is needed only for identifying overall dental treatment cases (classifying) which will be utilized for justification of quarterly or annual reporting requirements.
 6. Be willing to provide or assist in delivering dental education to clinic patients and community groups under supervision of the dentist.
 7. Must be willing to learn to operate and use dental equipment or materials necessary, as determined by dentist, to perform as a dental assistant.
 8. Prepares orders for and stores dental equipment or supplies, as determined by the dentist and stocks dental clinic.
 9. Must be willing to learn new procedures and terminology, including software such as DENTRIX.
 10. Must be able to proficiently take and process x-rays
 11. Participate in all required staff meetings and trainings.
 12. Perform general office duties or other responsibilities as needed and assigned.
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Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and/or abilities required. In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Knowledge, Skills, and Abilities

1. A general understanding of private insurance, pre-authorization, reimbursement, collections, and Medicare/Medi-Cal billing submission processes.
2. Knowledge of dental terminology and dental office operations.
3. A general understanding of non-profit public health, Indian Health Services, and federal grant entities.
4. Must have fair written and technical communication skills, being able to effectively relate to/with diverse populations and entities.
5. Demonstrate the ability to work independently in carrying out assignments while remaining reliable and dependable.
6. Possess strong computer and software operation knowledge (primarily DENTRIX software), and demonstrate a working knowledge of Microsoft Office software, routine office hardware and equipment (e.g. printers, copiers, fax machines, etc.).
7. Must demonstrate the ability to maintain accurate records and preparing clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data.
8. Possess the ability to organize and follow one's own work schedule (i.e. setting priorities, being available during work hours, and meeting critical deadlines).
9. Possess the ability to perform well in group problem-solving situations and use reason even when dealing with highly emotional topics.
10. Possess the ability to become knowledgeable of health needs and services provided to the Indian community both on and near the reservation.
11. Demonstrate the competency and integrity to maintain the confidentiality of organizational, employee, and client records.

Education and/or Experience

1. A high school diploma or GED *and* at least one (1) year applicable work experience in a dental environment is required.
2. Graduation from an accredited Dental Assistant program with good academic record.

Certificates, Licenses, Registrations

1. Current RDA license
2. Current First Aid/CPR at the BCLS level
3. A current California driver's license and a good driving record are required for this position.

Preferred Qualifications and Contingencies

1. Experience equivalent to three (3) years practice in a similar capacity is preferred for this position.
2. TRIHCI maintains a drug- and alcohol-free workplace, and all offers of employment are contingent on the successful completion of a criminal background check, a post-offer drug test and physical, and verification of each candidate's right to work in the United States.

Physical Work Environment: *The description provided here is representative of those conditions in which the Registered Dental Assistant will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the Registered Dental Assistant is situated in a standard office environment within the health center, where there is little or no exposure to variations in the weather or other similar elements. The Registered Dental Assistant will move throughout the health center to meet with

supervisors, patients and co-workers, and will experience some direct patient/client contact. Consequently, the Registered Dental Assistant must:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time);
2. Posses the ability to use standard office equipment to write, type, copy, fax, or perform other duties;
3. Possess the strength to lift and carry supplies weighing up to 15 lbs repeatedly and up to 45 lbs intermittently;
4. Possess the visual acuity to read printed materials and a computer screen; and
5. Demonstrate hearing and speech capabilities that allow him/her to communicate in person and over the telephone as required.

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen Category I facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to aerosols, chemicals, biologicals, toxicants, and irradiants found on-site.

Disclaimer:

This position description lists the major duties and requirements for the Registered Dental Assistant position as established by subject-matter experts at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.

(Revised 6/10/2011)