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# Example of Registered Dental Assistant Job Description

Our growing company is looking for a registered dental assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for registered dental assistant

* Prepare patients for oral examination and assist clinicians and hygienists in providing treatment
* Address problems and issues with practical solution
* Proactively seek one-on-one mentoring sessions with the owner doctor and team
* Perform functions in accordance with the applicable state’s Dental Auxiliaries Table of Permitted Duties and actively participate in attempting to achieve the Perfect Patient Experience® by striving to keep your patients focused on the best possible treatment with urgency
* At the direction of the dentist, obtain dental history and/or records from patient (review patient health history and careslips), complete x-rays and intra-oral pictures of patients as appropriate, instruct patients on postoperative and general oral health care, and record patient charting and all doctor notes on treatment record
* Maintain adequate supply levels in each operatory, replenishing as needed, an appropriate professional appearance and demeanor in accordance with Company policy, strict compliance with State, Federal, and other regulations, (e.g., OSHA, WC, Dental Board, HIPAA, ADA, FEHA, DOL, HR policies and practices)

## Qualifications for registered dental assistant

* Dental Hygiene license / certification
* Work experience related to school based dental disease prevention programs
* 4 years dental experience preferred
* HIV/AIDS clinical experience preferred
* Possession of the legal requirements to practice as a Registered Dental Assistant (RDA) as determined by the California Board of Dental Examiners, and knowledge and abilities essential to the successful performance of the duties assigned to the position
* Maintain California x-ray Safety License