



**Cassopolis**  
**Family Clinic Network**

**Job Posting**

**Date:** 9/9/2019

**Title:** Full-Time Registered Dental Assistant

**FLSA:** Non-Exempt

**Location:** Niles Community Health Center Dental

Cassopolis Family Clinic Network (CFCN) is seeking a Registered Dental Assistant (RDA) to add to the Niles Community Health Center Dental team. Under the general supervision of a Dentist in a clinical setting, assists the dentist in providing dental treatment.

**Principle Duties and Responsibilities:**

- Promotes the mission and philosophy of providing quality healthcare and related services to the medically underserved. Upholds and ensures compliance with and attention to all corporate policies and procedures, as well as the mission and values of the organization.
- Ensures all actions, job performance, personal conduct and communication represent the organization in a highly professional manner at all times.
- Maintains a commitment to the achievement of quality healthcare services by maintaining patient rights, safety, privacy, confidentiality and excellent customer service philosophy.
- Prepares and maintains dental instruments, supplies and equipment; prepares the operatory for the patient visit.
- Seats patient in chair and explains procedures to be performed; Collects and records patient health histories.
- Drapes patient with protective linens and sets up instrument tray containing instruments, suction, gauze and other required supplies.
- Prepares dental materials—cements, amalgams, composites, impression materials, etc.
- Takes and prepares radiographs using conventional or digital technology and following proper radiation safety precautions.
- Assists with dental charting as appropriate.
- Assists in the prevention and management of dental emergencies.
- Manages the patient during dental procedures.
- Provides active chairside assistance, transfers instruments as appropriate for four-handed dentistry, anticipates the dentist's needs.

- Take impressions for study casts, athletic mouth guards and custom tray. Performs laboratory procedures neatly and efficiently. Pours models with no bubbles, properly trim models, polish dental prostheses, make vac-u-press forms.
- At the conclusion of the procedure, assists patient, clears work site of instruments and other materials; follows proper infection control protocols and prepares the operatory for the next patient.
- Monitors and documents the flow of laboratory cases; maintains lab facility.
- Performs, monitors and records all sterilization activities.
- Maintains proper aseptic techniques necessary with dental equipment; maintains and properly sterilizes instruments.
- Routinely cleans, disinfects and restocks operatory.
- Scans reception room for patients and helps to manage patient flow.
- Maintain and inventory dental supplies and reorders as necessary; track and verify invoices.
- Clean and sterilize all instruments; help to manage the dental office infection control plan to meet OSHA, CDC and ADA standards.
- Performs miscellaneous duties within the Dental Clinic as assigned.

**Knowledge, Skill and Abilities Required:**

Education/Experience:

- High School Diploma or GED.
- Graduate of an accredited Registered Dental Assistant program.
- 1-3 year of experience.
- Working knowledge of Dentrix and Dexis software programs preferred.
- Successful completion of training and/or certification in dental radiology.
- CPR certification.
- Valid Michigan Registered Dental Assistant License.

Skills:

- Ability to set up and prepare dental equipment and instrumentation in accordance with established regulations and guidelines.
- Ability to manage the dental office infection control plan to meet OSHA, CDC and ADA standards
- Maintains and expands current level of dental assistant skill and knowledge by periodically attending continuing education programs.

Interpersonal:

- Is a team player.
- Accepts and offers guidance and supervision as appropriate.

- Attends and participates in staff meeting to review team progress in meeting financial and productivity goals for the dental program.
- Places a high value on personal and departmental performance excellence.
- Adheres to office dress code and standards of behavior.
- Maintains patient confidentiality.
- Responds professionally to high-pressure situations and time limits.
- Works independently with a minimum amount of supervision.

Knowledge:

- Knowledge of organization policies, procedures, systems, and objectives.
- Knowledge of governmental regulations and compliance requirements.
- Knowledge of computer systems and applications.

**Reporting Relationship:**

Reports to Dental Office Manager

**CFCN Employee Benefits:**

CFCN offers an attractive compensation and benefit package including paid time off, paid holidays, medical/dental/RX and vision insurance, short and long term disability, life and accidental death and dismemberment coverage, and a 401k retirement plan.

**How to Apply:**

For consideration, please send your resume to Tammy Howard 261 M-62 Cassopolis, MI 49031 or email to [thoward@cassfamilyclinic.org](mailto:thoward@cassfamilyclinic.org).