DENTAL ASSISTANT (Expanded Duties/EDDA)

Administrative Responsibilities include the following (other duties may be assigned):

- Achieve professional dentist and staff relations through teamwork to ensure coordination of activities
- Achieve quality, positive patient relations through excellent customer service skills to ensure no patient complaints
- Order and maintain dental supplies and equipment staying within the monthly office budget and monitoring supply levels
- Comply with all OSHA regulations, maintain office and operatory cleanliness, and ensure equipment functionality
- Must be willing to understand and practice the mission, vision and core values of Howard Dental Center

Clinical Responsibilities (other duties may be assigned):

- Prepares patient, sterilizes and disinfects instruments, sets up instrument trays, prepares materials, and assists dentist during dental procedures
- Takes and records medical and dental histories and vital signs of patient
- Prepares for and takes dental diagnostic x-rays
- Makes preliminary impressions for study casts and occlusal registrations for mounting study casts
- Pours, trims, and polishes study casts, fabricates custom impression trays from preliminary impressions, cleans and polishes removable appliances, and fabricates temporary restorations
- Assists dentist in management of medical and dental emergencies
- Instructs patients in oral hygiene and plaque control programs
- Provides postoperative instructions as prescribed by Dentist
- Records treatment information in patient records

Specific Duties:

- **Operative Dentistry**: Matrix band application; Insert, condense and carve and finish composites class I, II, and V; Check occlusion, Mixed dental analysis (PEDO), Insert pulp cap dressing, Chrome (stainless steel) crown selection, adaption, and cementation, Medicated dressing placement for formocresol pulpotomy
- **Fixed Prosthetics**: Gingival retraction, shade selection, tray fabrication, final impression, construct, place and cement temporaries, try-in casting, occlusal records (static bite, index or impression)
- **Removable Prosthetics (Full or Partial)**: Primary impression, shade selection, mold selection, laboratory preparation, patient instruction, adjust and polish, functional tissue conditioner placement, final impressions, denture try-in (wax) and insertion, casting try-in
- **Surgery**: Suture removal, dry socket pack changes, patient instruction and education
- **Endodontics**: Place and remove temporary restorative materials, flush root canal, place root canal medication, remove root canal medication
- **Periodontics**: Periodontic pack placements, periodontic pack removal, patient education for A.N.U.G.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience**: Dental Assistant Certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

**Certificates and Licenses**: Dental Assistant Certified, EDDA Certified, X-Ray certified, CPR certified, or equivalent combination of education and training

**Supervisory Responsibilities**: None

**Position is full-time. Please submit a cover letter and resume, along with your salary requirement via e-mail to L.carrillo@howarddental.org or fax attention to: Lili Carrillo, HDC Director Oral Health Care Services, 303-832-7823. Position will remain open until filled. All offers are subject to a criminal background check.**

**Equal Opportunity Employer**