

# Dental Assistant Job Description

## Summary

The Dental Assistant supports dental care delivery by assisting the dentist, providing patient education and comfort, patient care procedures, and safely performing all services as prescribed by BC College of Dental Surgeons for Certified Dental Assistants

## Key Responsibilities

- Assist dentist during a variety of treatment procedures
- Manage time and staying on task for each appointment
- Expose, develop and mount dental radiographs (x-rays)
- Collect patient's medical history, blood pressure and pulse
- Take accurate and concise notes for each appointment
- Ensure patients feel comfortable before, during and after dental treatment
- Manage patient care and appointment, pre and post op
- Provide patients with instructions for oral care following surgery or other dental treatment procedures, such as the placement of a restoration (filling)
- Ensure equipment and tools are properly cleaned, sanitized, maintained and stored
- Educate patients regarding appropriate oral hygiene strategies to maintain oral health; (e.g., tooth brushing, flossing and nutritional counseling)
- Take impressions of patients' teeth for study casts (models of teeth)
- Perform office management tasks that often require the use of a personal computer
- Communicate with patients and suppliers (e.g., scheduling appointments, answering the telephone, billing and ordering supplies)
- Assist with direct patient care in all dental specialties, including orthodontics, pediatric dentistry, periodontics and oral surgery

## Skills and Qualifications

- High School Diploma;
- Completion of a Dental Assistant Certificate Program approved by the CDSBC
- Previous experience is preferred
- Knowledge of dental insurance and dental terminology an asset
- Excellent clerical and administrative skills
- Strong computer skills in Word, Excel and Outlook
- Strong organizational skills with the ability to multi-task

## Competencies

- Excellent customer service skills
- Respects confidentiality
- Professional and courteous work ethic
- Good at working as part of a team
- Ability to deliver clear and accurate information.
- Ability to use and operate a computer based system
- Willingness to work weekdays, evenings and weekends