 **Dental Assistant I Standard Job Description**

**Classification Title:** Dental Assistant I

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 5

**Minimum Pay:**

|  |  |
| --- | --- |
| Location | Minimum Pay |
| Dallas / Ft. Worth | $17.78 |

**Job Description Summary:**

The Dental Assistant I, under supervision, provides chair side assistance during procedures and provides routine care of dental patients, equipment, and instruments.

**Essential Duties and Tasks:**

**50% In-Direct Patient Care**

* Assists during the administration of prophylactic, therapeutic, or surgical treatment procedures.
* Assists dentists and patients by using irrigation solutions and suction to keep field free of debris.
* Mixes indicated dressings and other materials and pours models as required by appropriate procedure.
* Prepares for dental procedures by setting up instruments, equipment, and materials.
* Schedules patients, coordinates chart retrievals, and handles financial transactions and/or telephones calls.
* Assists with the monitoring of sedated patients.

**50% Supply Management**

* Maintains inventory and stocks.

**Qualifications:**

**Required Education:**

* High school diploma or equivalent combination of education and experience.

**Required Experience:**

* No experience required.

**Required Licenses and Certifications:**

* CPR certified.
* Registered Dental Assistant.

**Preferred Qualifications:**

* Graduation from a dental assisting program or dental assisting certificate.

**Required Knowledge, Skills, and Abilities:**

* Knowledge of the instruments, materials, and standardized dental procedures used in dental care.
* Knowledge of infectious control policies, aseptic techniques, supplies, and equipment.
* Knowledge of dental radiographic equipment operation.
* Ability to multitask and work cooperatively with others.
* Strong verbal and written communication skills.
* Effective listening and organizational skills.
* Ability to explain procedures and policies and follow verbal and written instructions, guidelines, and objectives.
* Basic knowledge of dental terminology

**Additional Information:**

**Machines or equipment used in the performance of essential duties:**

* Computer
* Telephone
* Dental Equipment/Tools.

**Physical Requirements:**

* Ability to lift and move medium weight objects.
* Ability to walk long distances and push a patient in a wheelchair.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**