 **Lead Dental Assistant Standard Job Description**

**Classification Title:** Lead Dental Assistant

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 8

**Minimum Pay:**

|  |  |
| --- | --- |
| Location | Minimum Pay |
| Dallas / Ft. Worth | $23.66 |

**Job Description Summary:**

The Lead Dental Assistant, under general supervision, leads staff in day-to-day patient care by reviewing schedule and organizing team in a manor to maximize clinic efficiency. Coordinates and monitors clinic infection control and sterilization compliance as well as maintenance needs. Manages laboratory and clinic supplies by monitoring inventory and ordering supplies.

**Essential Duties and Tasks:**

**70%: Chairside Assistance**

* Calls patients back, seats them, and prepares them for procedures.
* Assists Dentist during dental procedures.
* Monitors sedated patients.
* Records pertinent clinic data, including blood pressure, pulse, respiratory rate, temperature, diagnostic aids, and other in-treatment documentation.
* Provides patient information to families, including detailed post-operative care instructions.
* Oversees the coordination of doctor and clinic schedules with patient needs.
* Provides oversight to staff who package tissue and biopsy specimen and send to pathological laboratory.
* Performs other clinical duties delegated by Faculty or Staff Dentists.

**15%: Compliance Monitoring and Oversight**

* Leads staff in day-to-day patient care by reviewing schedule and organizing team in a manor to maximize clinic efficiency.
* Coordinates and monitors clinic infection control and sterilization compliance as well as maintenance needs.
* Leads the team in performing routine equipment and operatory maintenance.
* Communicates operational or personnel issues with Director.
* May supervise personnel.

**15%: Supply and Inventory Management**

* Manages laboratory and clinic supplies by monitoring inventory and ordering supplies as needed.

**Qualifications:**

**Required Education:**

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

**Required Experience:**

* Six years of experience as a registered dental assistant in a private practice, clinic, or dental training program.

**Required Licenses and Certifications:**

* CPR certified.
* Registered Dental Assistant.

**Preferred Qualifications:**

* Knowledge of basic infection control policies and procedures, organizational skills, ability to manage supply and instrument inventory.
* Some college level courses or advanced educational courses in the field of dental assisting.
* 3-5 years of experience as a lead dental assistant.
* Experience as an RDA III or expanded duty dental assistant for 5 years.
* 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 dental terminology and procedures.
* Knowledge of infectious control policies, aseptic techniques, supplies, and equipment.
* Ability to operate 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 complex dental procedures and policies and follow verbal and written instructions, guidelines, and objectives.
* Advanced 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.