



JOB DESCRIPTION

Position:	Registered Dental Assistant Extended Functions
Department:	Dental Support
Reports to:	Site Administrator/Dental Director
FLSA Status:	Non-Exempt Position
Grade:	9

GENERAL PURPOSE:

Under the supervision of the Site Administrator/Dental Director, the Registered Dental Assistant Extended Functions (RDAEF) performs all duties of Dental Assistant/Registered Dental Assistant, and other functions legally allowed in the State of California.

MAIN RESPONSIBILITIES & DUTIES:

- 1) All duties performed as Dental Assistant (See Dental Assistant job description) and as Registered Dental Assistant
- 2) Under direct supervision of a licensed Dentist, an RDAEF may perform the following procedures. These procedures will have to be checked and approved by the supervision Dentist prior to dismissal of the patient.
 - a) Cord retraction of gingivae for impression procedures
 - b) Takes impressions for cast restorations (crowns, bridges)
 - c) Taking final impressions for permanent indirect restorations
 - d) Takes impressions for space maintainers, orthodontic appliance, and occlusal guards
 - e) Prepares enamel by etching for bonding
 - f) Formulates indirect patterns for endodontic post core castings
 - g) Fit trial endodontic filling points
 - h) Applies pit and fissure sealant
- 3) Other duties as assigned by supervisor.

QUALITIES & CHARACTERISTICS

- 1) Maintains a professional relationship and positive attitude with co-workers, the public, patients, and all Ampla Health staff, Board of Directors, and vendors.
- 2) Maintains the highest professional ethics and is honest in dealing with people; is a model for all employees through his/her actions.
- 3) Strives to mentor and teach and is receptive to learning different ways of doing things.
- 4) Demonstrates the ability to understand the overall purpose of clinical care and importance of support staff.

- 5) Able to demonstrate judgment, patience, integrity, organization, and prioritization in multi-task environment.
- 6) Ability to multitask and follow directions in fast paced clinic environment. Must be reliable and punctual.
- 7) Displays enthusiasm toward the work and the mission of Ampla Health.

PROFESSIONAL KNOWLEDGE, SKILLS & ABILITIES

- 1) Must have high school diploma or equivalent
- 2) Must have RDAEF or RDAEF2 certificate from program
- 3) Strong organizational and time management skills.
- 4) Excellent verbal and written communication skills.
- 5) Ability to work in Microsoft environment including Word, Excel, and Outlook
- 5) Excellent interpersonal skills with the ability to communicate clearly and project a pleasant and professional demeanor.
- 6) Taking final impressions for permanent indirect restorations.
- 7) Knowledge of dental processes and procedures required.
- 8) Conducting inspections of instruments and sterilization machines.
- 9) Ability to set priorities, recognize problems, inform appropriate person of problem, and assist in problem resolution.
- 10) Ability to work in a fast-paced environment.

COMMUNICATIONS SKILLS

- 1) Must have neat and legible handwriting
- 2) Must be able to interact with patients courteously and calmly
- 3) Ability to communicate well with the public

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

Works well with patients, co-worker, and vendors in a generally comfortable environment office. Employee must possess the following physical requirements:

- 1) Must be able to lift up to 40 pounds and push up to 100 pounds (on wheels)
- 2) Must have adequate vision to read memos, charts, and other clinic documents
- 3) Must have high manual dexterity
- 4) Must be able to hear adequately
- 5) Must be able to reach above shoulder level to work. Must be able to bend, squat and sit, stand, stoop, crouching, reaching, kneeling, twisting, turning
- 6) May be exposed to contagious/infectious diseases

EMPLOYEE
NAME(PRINT)

EMPLOYEE SIGNATURE

DATE