



DENTAL & ORTHO CLINIC

Perfecting your smile is what we do



Dental and Ortho (Pty) Ltd.

Dental Assistant – Job Description.

Reports to: Project Manager.

Shift type: Monday to Friday during clinic hours. Candidate will be required to work one day within a weekend as per the practice requirement.

Job Summary

Our client is currently recruiting a Dental Assistant who performs a variety of dental assisting duties, within compliance of regulations, to promote quality dental care for patients in a reduced stress, comfortable environment. They need a Registered Dental Assistant to support the doctor, teaches patients how to care for their teeth, communicates effectively with patients, maintains equipment and inventory, and follows universal precautions and all requirements to ensure a safe environment for patients and staff. As part of the overall clinic team, the Dental Assistant will assist all other staff members as required and available with their duties.

Principal Responsibilities

- Assists Dentist during a variety of Dental treatment procedures that involve saliva, blood, and odors with clients of all ages, backgrounds, and economic status.
- Set up operatory for Dental procedures, including tray set-ups, materials, and equipment.
- Take and develop radiographs (X-Rays). Take and record medical history and vital signs.
- Take final impressions for indirect restorations and pour up models. Write lab slips and maintain lab cases.
- Understands and follows infection control and hazard communication rules and regulations.
- Sterilizes equipment, oils, and cleans equipment according to standards and performs routine disinfection of rooms and equipment. Send in monitor strips as required.
- Place and remove rubber dams, apply sealants, remove sutures, place amalgam restorations.
- Help patients feel comfortable before, during and after treatment. Provide patients with post-operative instructions following oral surgery or other dental treatment procedures.
- Use Dentrix to chart the mouth and teeth of patients, review and explain treatment plans to patients, and schedule clients for treatment as needed.
- Strong listening and speaking skills are necessary for communicating with dentists, hygienists, and patients. One should also have good critical thinking skills, which allow him or her to evaluate alternative solutions to problems.
- Assists by answering calls and attending to patients.

- Assist management by adhering to instructions given by management and Dr's on duty. (E.g. – General duties etc.)

Credentialing Requirements

- Current unrestricted license to practice as a Dental Assistant is required.
- X-Ray certification is preferred.
- Shall not have been convicted of a felony.
- Shall be able to read, write and speak effectively.
- Shall be able to operate a personal computer using Microsoft applications, such as Explorer, Outlook, Word, Excel etc so as to efficiently create and/or utilize an Electronic Medical Record.

Education

- License to work as a Dental Assistant must be in hand at time of application submission.
- Must be in possession of a matric certificate.

Experience

- 1 - 2+ years' experience as a Dental Assistant is required.

Physical Requirements/Working Environment

- Must be able to be on your feet for more than 8 hours per day.
- Must be able to work flexible hours.
- Must be willing to work overtime if necessary.
- Must be able to routinely grasp or handle objects, use finger dexterity, bend elbows/knees and reach above and below shoulders.
- Must be able to read and interpret handwritten and typewritten print.
- Must be able to communicate by voice and detect sound by ear.
- Must be able to pass a criminal background investigation.
- Must be able to pass a 5-panel urine drug screen.
- Must have strong patient etiquette.