



## JOB DESCRIPTION

---

Position:	Registered Dental Assistant Lead
Department:	Dental Support
Reports to:	Site Administrator/Dental Director
FLSA Status:	Non-Exempt Position
Grade:	8

---

### **GENERAL PURPOSE:**

The Registered Dental Assistant (RDA) Lead is responsible for performing all duties of a RDA and assists Site Administrator with leading RDA's and DA's.

### **MAIN RESPONSIBILITIES & DUTIES:**

- 1) All duties performed by RDA's (see RDA job description)
- 2) Assists Site Administrator with supervision of all other RDA's /DA's at clinic site
- 3) Trains all RDA's/DA's annually for OSHA, with the assistance of the Dental Director
- 4) Assists Site Administrator in the hiring, evaluating, disciplining and terminating of RDA's/DA's
- 5) Orientates newly employed RDA's/DA's, including Hep B vaccinations and OSHA training, and HIPPA regulations
- 6) Works closely with the Site Administrator on patient scheduling
- 7) Orientates the UCSF Dental Extern students with the help of supervising Dentist
- 8) 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's 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) Strive to learn more and is receptive to learning different ways of doing things
- 4) Displays enthusiasm toward the work and the mission of Ampla Health

### **PROFESSIONAL KNOWLEDGE, SKILLS & ABILITIES:**

- 1) Valid California RDA license
- 2) Current CPR card
- 3) Current Coronal Polishing certificate
- 4) Valid X-ray certificate
- 5) Strong leadership skills preferred
- 6) Demonstrate clear knowledge of Ampla Health's clinic structure, standards, procedures and protocols

**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 in a generally comfortable environment office. Employees 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) Able to work on feet the majority of the day without tiring
- 3) Must be able to hear adequately to auscultate B/PS
- 4) Must have adequate vision to read x-rays
- 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) Must have high manual dexterity and tactile sensation on fingertips

\_\_\_\_\_  
EMPLOYEE NAME(PRINT)

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE