

Rose Dental Group
Hygiene Assistant Job Description

Summary: The Hygiene Assistant's primary responsibility is to provide complete assistance to the Hygienist, helping the Hygienist maintain schedule of patients.

Essential Duties and Responsibilities include the following:

- Assist Hygienist and Doctors with procedures and charting as necessary.
- Take dental x-rays.
- Review Hygienists schedule and help maintain patient flow throughout the day.
- Review patient chart prior to Hygienist's arrival and anticipate the hygienist's needs for each patient.
- Set-up and prepare dental equipment and instrumentation in accordance with established regulations and guidelines.
- Monitor hygiene schedules and help to fill cancellations internally and through recall.
- Perform efficient and accurate procedures to help maintain Hygienist's schedule and patient flow.
- Provide excellent customer service to help ensure a smooth and comfortable visit for the patient.
- Take down and clean patient room after treatment.
- Adhere to confidentiality, state, federal, and HIPPA laws and guidelines with regards to patient's records.
- Follow OSHA and company safety policies and procedures
- Ensure treatment areas are fully stocked.
- Other duties may be assigned.

Education

High School Diploma or GED.

Knowledge, Skills and Abilities To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Excellent customer service skills.

Excellent verbal and written communication skills.

Strong organizational and time management skills.

Ability to multi-task and work in a fast paced environment.

Basic computer skills and the ability to learn new programs as required.

Certificates/Licenses/Registration Requirements

Registered Dental Assistant Certificate.

Certificates, licenses & registrations as mandated by Texas (e.g. Assisting Certification, CPR Certification, Radiology Certification, Jurisprudence, Infection Control).

N2O Certification required.

Maintain annual OSHA, HIPAA and Infection Control training as required by law.

Maintain continuing education to keep certification active.

Physical Demands

While performing the duties of this Job, the employee is regularly required to stand and walk. The employee is required to type. The employee is frequently required to use hands to finger, handle, and feel; reach with hands and arms. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills required of the Team Member so classified. This job description is subject to change depending on the business needs.