

# SWLA CENTER FOR HEALTH SERVICES

## JOB DESCRIPTION

**JOB TITLE:** Dental Assistant - EDDA  
**DEPARTMENT:** Dental  
**SUPERVISED BY:** Dental Director & Staff Dentist(s)

### **SUMMARY:**

This position is a fulltime, non-exempt responsible for assisting the Dentist(s) and Dental Hygienist(s) in the direct provision of primary care dental services to patients of the center. The Expanded Duty Dental Assistant is also responsible for sterilization, preparation and inventory control of dental instruments and supplies.

### **EDUCATION, TRAINING AND EXPERIENCE:**

1. High school graduate or GED certificate.
2. Completion of accredited course in dental assisting preferred.
3. Ability to attend to multiple tasks at the same time and to prioritize assignments and responsibilities to ensure compliance with established deadlines and protocols.
4. Expanded Duty Dental Assistant Certification authorized by the Louisiana State Board of Dentistry required.
5. Current CPR (BLA) required.
6. Requires a comprehensive knowledge of dental assisting techniques and procedures for all phases of general dentistry.
7. Knowledge of modern dental materials. Their storage, handling and applications are required.
8. The Expanded Duty Dental Assistant must be cognizant of the expectations and concerns of the center's dental patients and be able to respond in an empathetic and professional manner. The ability to work with persons from a wide diversity of social, ethnic and economic backgrounds is necessary. The EDDA must be able to creatively work with other health care professionals from a variety of disciplines to achieve maximal results for the center's patient forma, a system of integrated primary health care.
9. The ability to distinguish letters and symbols as well the ability to utilize telephones, computer terminals and copiers is required.
10. Completed Course in x-ray function and safety approved by the Louisiana State Board of Dentistry required.