



**Today's Date:** August 31, 2023

**Job Listing:** Registered Dental Assistant (RDA), Richland, Iowa

**Hours:** Monday-Thursday 8:00 a.m. to 6:00 p.m., Friday 8:00 a.m. to 12:00 p.m. 40 hours per week. Schedule is subject to change based on clinic needs.

**Qualifications:** Current Iowa Registered Dental Assistant (RDA) with Radiography is required. Responsible individual capable of functioning with minimal supervision.

If not an RDA already, we have an On The Job (OJT) training program to help you become registered.

**Duties:** To assist the dentist as needed or requested in providing quality dental services to patients. Ensure all clinical care is delivered in a manner that meets or exceeds goals and expectations for clinical outcomes, quality assurance standards, and patient satisfaction.

Specific Duties and Activities:

1. Assist the dentist during dental appointments.
  - a. Set up operatory for procedure with all instruments/materials that may be used during the visit. Make sure Dentrax chart is current and update prn.
  - b. Greet the patient/explain what will be done to parent/guardian of minor.
  - c. Place bib on patient and eyewear.
  - d. Assist with procedure as directed by dentist.
  - e. Record treatment rendered in chart and on routing slip and dismiss patient. Review post op instructions for procedures as needed.
  - f. Clean operatory per CDC and OSHA guidelines (manual provided).
  - g. Stay current of infection control and OSHA guidelines (manual provided).
  - h. Clean instruments and equipment prior to seating next patient.
  - i. Provide oral hygiene instruction as needed.
  
2. Assist Dentist in recall and initial patient procedures for children and adults.
  - a. Obtain or update health history.
  - b. Take/make radiographs as needed.
  - c. Assist dentist with exam/charting.
  - d. Fluoride treatment and rubber cup coronal polish (children).
  - e. Inform parents of OH needs and explain treatment plan/answer questions (children).

3. Procedures for the end of the day.
  - a. Clean all chairs, stools, cabinets, counters, light, and sink surfaces.
  - b. Run hot water through suction tubing.
  - c. Stock rooms with needed supplies.
  - d. Put away clean instruments.
  - e. Turn off all equipment and water lines.
  - f. Review next day's schedule to ensure that all patients have been entered in Dentrix and that any lab work is back if needed for appointment.

**Additional Duties:**

1. Stocking rooms and sterilization of instruments.
2. Ordering supplies – order to be reviewed by director.
3. Make custom trays and pour models/casts as needed.
4. Assist front desk when DA duties complete, on as needed basis.
5. Complies with Corporate Compliance Program policies and code of conduct, and all laws, rules and regulations relating to the position. Has a duty to report any suspected violations of the law or the standards of conduct to his/her immediate supervisor, the HR Director, or to the Compliance Officer.
6. Other duties as assigned.

**Supervisor:** Richland Clinic Manager

**Deadline:** Position will remain open until a pool of qualified applicants is received.

Submit cover letter, resume' and three references to [recruiting@riverhillshealth.org](mailto:recruiting@riverhillshealth.org)

**Or, mail to:**

River Hills CHC  
PO Box 458  
Ottumwa, Iowa 52501