

## **Expanded Duty Dental Assistant**

### **Job Description**

Rapides Primary Health Care Center is recognized as a leader in providing outpatient Medical, Dental, and Mental Health services to our community. Our Dental Assistants/Expanded Duty Dental Assistants work closely with Dentist and all team members to educate and provide state-of-the-art care to our patients.

### **Responsibilities:**

Provide customer service to patients.

Conduct complete patient evaluations for new and existing patients coming in for care.

Educate patients on recommendations of the Dentist.

Work together with the team members at the center to achieve center goals.

Assist the Dentist in procedures, as needed.

Work the Front Desk, as needed.

### **Requirements:**

Must have a Certificate to perform X-ray's.

Must have a Dental Assistant or Expanded Duty Dental Assistant Certificate

Requires EXCELLENT customer service.

Experience preferred, but not required.

Computer literate

Need to be a team player, friendly, and not easily flustered

The ability to multi-task.