



Senior Dental Assistant

Job Code: 7119

Salary Grade: C05

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for supporting dental care delivery by preparing treatment rooms, sterilizing instruments, assisting the dentist during procedures, and providing excellent patient care.

- Provides advanced chairside assistance to the dentist during a wide range of complex dental procedures, including restorative, surgical, endodontic, prosthodontic, and periodontal treatments
- Oversees preparation and sterilization of dental instruments and equipment, ensuring strict adherence to OSHA, CDC, and office-specific infection control protocols
- Coordinates and prepares treatment rooms and specialized procedure trays for anesthesia, operative, surgical, and specialty procedures
- Takes, processes, and evaluates high-quality dental radiographs (x-rays); ensures proper safety protocols for staff and patients
- Accurately documents clinical procedures, treatment notes, and patient interactions in electronic health records
- Trains and mentors junior dental assistants and new staff in clinical protocols, infection control, and chairside techniques
- Assists with the placement of temporary restorations, bases, liners, retraction cords, and rubber dams under the supervision of the dentist
- Takes preliminary impressions and fabricates custom trays, provisional crowns, and study models as needed
- Provides detailed pre- and post-operative instructions to patients, ensuring clear understanding of follow-up care and home oral hygiene practices
- May assist with office administrative functions, including appointment scheduling, patient communications, and coordination of lab cases
- Performs various duties as needed to successfully fulfill the functions of the position.

Minimum Qualifications

Education:

- High School Diploma or GED

Experience:

- 2 years experience performing chair side dental assistance.

Equivalency/Substitution: Possession of a Certified Dental Assistant (CDA) credential may be substituted for 1 year of dental assisting experience

Certifications or Licenses:

- Current Oklahoma Dental Assistant Permit or the ability to obtain within 30 days of hire
- Current CPR Certification

Required to have 2 of the 4 Certifications from Oklahoma Board of Dentistry:

- Radiation Protection and Safety
- Coronal Polishing and Topical Fluoride
- Placement of Pit and Fissure Sealants
- Assisting in the Administration of Nitrous Oxide

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Strong knowledge of dental terminology and procedures
- Adept at anticipating the needs of the dentist and adapting to last-minute changes or emergencies
- In-depth knowledge of infection control and sterilization techniques in accordance with OSHA, CDC, and state regulations



JOB DESCRIPTION

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- Familiarity with dental radiographic techniques and safety procedures
- Awareness of HIPAA guidelines and patient confidentiality protocols
- Knowledge of dental materials and their appropriate uses
- Effective chairside assisting techniques for a wide range of dental procedures
- Excellent verbal and written communication skills
- Ability to follow outlined policies and guidelines
- Ability to provide patient care and customer service
- Strong organizational skills in operatory setup, instrument preparation, and time management during procedures
- Strong attention to detail and ability to multitask in a fast-paced environment
- Must have a professional and positive attitude.

Working Conditions

Physical: Prolonged periods of standing, stooping, walking, and bending. a Manual dexterity. Occasional lifting (up to 25 lbs.)

Environmental: Clinic Environment.

Exposure to airborne particles, chemicals, and infectious materials

Use of personal protective equipment (PPE) such as gloves, masks, and eyewear

Frequent hand washing and strict adherence to sterilization procedures

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