**Job Title:** Lead Dental Assistant  
**Status:** Full-time, hourly, non-exempt  
**Reports To:** Office Manager  
**Supervises:** Dental Assistant(s)  
**Revision Date:** March 2011

**POSITION SUMMARY**  
The Lead Dental Assistant contributes to Aspen Dental’s continued success by passionately executing the company’s business model; promoting the company culture, mission and values. This Job Description identifies the major responsibilities of this position. It does not include all aspects of this position such as potential duties assigned by supervisors and requirements for flexibility. The Lead Dental Assistant is responsible for the development of the other DAs in the office.

**SPECIFIC RESPONSIBILITIES**

**Management of Clinical Forms**
- Ensure that each operatory has the proper clinical forms and that they are up to date and good quality copies.
- Maintain a binder system in each room.

**Supply Ordering**
- In addition to current responsibilities, the lead assistant should be capable of entering the dental supply order into the requisition system for management review.

**Clinical Support**
- Should also include that the lead assistant is to efficiently work with Dr’s, other dental assistants and hygienists in the clinic to ensure efficient patient flow according to the schedule demands and walk ins. They are to act as “traffic control” of patient flow and assist the Dr’s in guiding them to ensure proper flow in the clinic.
- Should also include that the lead assistant is to ensure that all lab cases are ready and pulled for the following day schedule.
- The lead assistant is to assist in the efficient transition of new Dr’s and/or dental assistants to ensure better acclamation to the office.
- The lead assistant is to ensure proper dental assistant coverage in the office on specialist days and/or to cover vacations.

**Team Work**
- The Lead Dental Assistant should ensure that the back office run smoothly. Patient hand-offs should be professional and should ultimately create an excellent patient experience.
- The Lead Dental Assistant should lead by example and look to build efficiency in regular patient flow.

**Maintenance Issues**
- Lead assistant is to be responsible for the maintenance of emergency kits and first aid supplies in the office to ensure that they are stocked properly and up to date.
- The lead assistant is to properly follow our maintenance schedule for the processor, autoclave, compressor etc on a weekly basis and schedule coverage accordingly to allow the time to do this!
- Lead assistant is to identify, report and follow up as necessary on any maintenance issues in the office including dental equipment, hand pieces, hand piece log.
- Lead assistant is to ensure that MSDS sheets are up to date.

**Compliance Issues**
- Lead assistant is to ensure that the clinical staff is following OSHA regulations and safety requirements. Additionally, they need to ensure that the clinical staff is compliant with HIPPA guidelines and take corrective action with the support of management if necessary.

**Minimum Education and Experience:**

High School Diploma or equivalent  
Dental Assistant Certificate or prior assistant experience a plus  
X-ray certification required