



Expanded Functions Dental Assistant Position Description

November 2024

The Practice: Cherry Hill Dental is a progressive and patient-focused practice committed to providing top-quality care in a comfortable and friendly environment. With a team-oriented culture, our practice offers opportunities for professional development, while maintaining a supportive atmosphere where every team member is valued. We prioritize the latest dental technologies and techniques, ensuring our patients receive the most effective, efficient, and comfortable treatment possible.

Cherry Hill Dental has warm, collaborative, and energized environment where every team member is encouraged to grow and contribute to the success of the practice. With a focus on mutual respect and open communication, innovation thrives and everyone works together to deliver exceptional dental care.

The Role: As an expanded functions dental assistant (EFDA), you will be the dentist's primary support in delivering exceptional restorative dental care. EFDAs perform advanced clinical duties and offer chair-side assistance to the provider during procedures. EFDAs play a critical role in ensuring a seamless patient experience while expanding the capacity and efficiency of Cherry Hill's restorative practice. *Dental assistants who are motivated to pursue an EFDA certification are encouraged to apply! Training and funding for certification will be provided.*

Employee Status: This is a full-time, non-exempt, hourly role

Hours: The schedule for this position is 7:30 am-5:30 pm, Monday-Thursday; 8 am-3 pm every other Friday. On alternate Fridays, the office is closed. On alternating Tuesdays (every other week), the restorative team practices in the Jefferson City clinic and travel to this site is a requisite for this position.

Reporting Roles: Reports to Dr. Tony Gadbois, DDS, AAACD, Owner and Provider

Responsibilities: As an EFDA, you will assist the dentist during our specialty services including prosthodontics, endodontic, and orthodontic procedures. The EFDA prepares operatories, provides chair-side assistance, discusses treatment options and more. Duties include but are not limited to:

Chair-Side Assistance & Patient Care

- Provide expert support during dental procedures, anticipating the dentist's needs and ensuring patient comfort.
- Clean and polish coronal surfaces of teeth to remove stains, apply fluoride treatment.
- Apply sealants, take impressions, and conduct other preventative and restorative procedures.
- Place and contour fillings; size and cement prefabricated crowns; place, condense carve, and finish composite for restorations.

- Perform minor palliative care for dental emergencies.

Clinic Management

- Prepare treatment and operating rooms before and after procedures. Ensure a clean and organized treatment area, restocking supplies and equipment as needed.
- Maintain accurate patient records, including medical history and treatment details, in compliance with HIPAA regulations.

Champion the Patient Experience

- Review patient dental history, addressing concerns, suggesting treatments, and discussing the importance of follow-up appointments.
- Maintain patient confidentiality.
- Coordinate with patient relations and treatment coordinators as needed to engage patients in continued care.

Minimum Qualifications:

- Missouri EFDA Permit/Willingness to pursue during employment
- High school diploma or equivalent
- One year dental assisting experience
- Ability to work in both Columbia and Jefferson City offices
- Understanding and compliance with OSHA, CDC, and HIPPA regulations
- Exceptional chair-side manner and ability to communicate with patients, families, and providers
- A willingness to learn new approaches and procedures based on Cherry Hill's practice standards

The ideal EFDA has:

- 2 to 5 years dental assisting experience
- Familiarity with Dentrix Ascend

Compensation: This role is full-time, non-exempt and eligible for overtime for hours worked over 40 per week. The starting wage range for this role is \$22 - \$30/hour; commiserate with knowledge and experience related to the position.

Benefits and PTO: Cherry Hill Dental benefits include paid vacation and sick time; six paid holidays annually; a 401k with 4% match after one year; a dental care package that offers free routine care and discounted treatment for themselves and immediate family members; and opportunities for paid continuing education and professional development.

At Cherry Hill Dental, our diverse patients, employees, and providers are what make this practice great. Everyone deserves high-quality dental care and a welcoming, supportive work environment – no matter where we come from, what we look like, or how we identify. We are committed to building and supporting a diverse workforce and encourage people from all backgrounds to apply.