



JOB INFORMATION

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|--------------------------|--|
| <i>Job Code:</i> | 191012 |
| <i>Job Title:</i> | Lead Registered Dental Assistant |
| <i>FLSA Status:</i> | Non-Exempt |
| <i>Supervisory:</i> | Leads one or more employees performing similar work. |
| <i>Job Family:</i> | Dental Assisting/Tech |
| <i>Job Family Group:</i> | Dentistry |
| <i>Management Level:</i> | 7 Individual Contributor |

JOB SUMMARY

Provides supervisory and procedural guidance for the Dental Assistants and Registered Dental Assistants. Assists in recruitment, screening, hiring, orientation, and procedural training of staff; assists in maintaining patient information filing systems; and works to ensure departmental compliance with all applicable policies and procedures.

JOB QUALIFICATIONS:

Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i> | <i>Field of Study</i> |
|------------|-------------|--------------------------------|-----------------------|
| X | | Specialized/technical training | |
| | X | Associate's degree | |

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

| <i>Req</i> | <i>Pref</i> | <i>Work Experience</i> | <i>Experience Level</i> |
|------------|-------------|------------------------|-------------------------|
| X | | 2 years | |
| | X | 3 years | |

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

| <i>Req</i> | <i>Pref</i> | <i>Functional Skills</i> |
|------------|-------------|--|
| X | | Demonstrated strong communication skills and the ability to work collaboratively in a diverse environment. |
| X | | Working knowledge of HIPAA compliance, PPO, and dental terminology. |
| X | | Demonstrated experience in a high volume, fast-paced environment, with proven interpersonal and multitasking skills. |
| X | | Excellent written and oral communication skills, and orientation for teamwork. |

Knowledge, Skills and Abilities

| Req | Pref | Functional Skills |
|-----|------|--|
| X | | Ability to interpret and apply policies and procedures. |
| X | | Maintains working knowledge of First Aid, CPR, and Automated External Defibrillator use. |

Licenses

| Req | Pref | License(s) |
|-----|------|---|
| X | | Registered Dental Assistant in California |
| X | | Radiology License in California |

Certifications

| Req | Pref | Select Certifications | Enter Additional Certifications |
|-----|------|-----------------------|---------------------------------|
| X | | BLS/CPR | Basic Life Support (BLS) |

Other Job Factors

JOB ACCOUNTABILITIES

| | % Time | Essential | Marginal | N/A |
|--|--------|-----------|----------|-----|
| Provides supervisory and procedural guidance for the Dental Assistants and Registered Dental Assistants. Prepares staff schedules according to the operational business needs for patient care. Assists in recruitment, screening, hiring, orientation and procedural training of staff. | | | | |
| Assists department in a variety of standard clinic duties and procedures (e.g., seating patients, maintaining charts, sterilization, radiographs) as required. Assists in delivery of patient care as well as the resolution of patients' complaints, issues and concerns as required. | | | | |
| Assists in maintaining patient information filing systems and ensures the confidentiality and accuracy of data. Researches, gathers, organizes, and summarizes data for department reports, as requested. | | | | |
| Assists in the development and implementation of departmental policies, procedures, objectives, and goals. Participates in department meetings with the staff, students and/or faculty to discuss updates and obstacles and to strategize next steps to ensure alignment across clinical operations. | | | | |
| Works to ensure departmental compliance with all university and state policies and procedures. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics. | | | | |

Other Requirements

| Essential: | Emergency Response/Recovery | Essential: | Mandated Reporter |
|------------|--|------------|---|
| | In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed. | | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/ |
| | Campus Security Authority (CSA) | | Essential: |
| | By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/ | | No |

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.