



## Registered Dental Assistant Supervisor Job Description

### JOB INFORMATION

Job Code:	191013
Job Title:	Registered Dental Assistant Supervisor
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Dental Assisting/Tech
Job Family Group:	Dentistry
Management Level:	6 Supervisor

### JOB SUMMARY

Supervises registered dental assistants and/or dental assistant's employees providing chair-side assisting services during dental treatment procedures to faculty, doctoral dental students, and postdoctoral students in a teaching clinic or practice.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		High school or equivalent	
X		Specialized/technical training	
	X	Associate's degree	

#### Additional Education

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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#### Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

#### Additional Work Experience

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated strong communication skills and the ability to work collaboratively in a diverse environment.
X		Working knowledge of HIPAA compliance, and dental terminology.
X		Demonstrated experience in a high volume, fast-paced environment, with proven interpersonal and multitasking skills.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Excellent written and oral communication skills and orientation for teamwork.
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		Valid Registered Dental Assistant (RDA) License.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Must have a current Basic Life Support (BLS) certificate.
	X		Must obtain HIPPA Certificate within the first 30 days of hire.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Supervises clinical dental assisting employees and/or student workers. Coordinates clinical staff work hours and assigns work tasks. Assists in recruitment, screening, hiring, orientation and training of staff. Evaluates employee performance and provides guidance. Administers salary increases and/or promotions. Counsels, disciplines, or terminates supervised employees as required. Maintains attendance records and provides necessary work/scheduling reports as required.				
Resolves patients' complaints, issues and concerns, or refers patient to the appropriate resource in the School of Dentistry.				
Coordinates implementation of department policies and procedures. Develops forms, flowcharts, and systems requirements to facilitate implementation. Maintains and controls access to patient information filing systems and ensures the confidentiality and accuracy of data. Assists department in a variety of standard clinic duties and procedures (e.g., seating patients, sterilizing instruments, radiographs).				
Assists in budget development by gathering, analyzing and reporting data related to clinic productivity, dental supplies, equipment and staffing. Provides projections and recommendations, as requested. Monitors assigned budget lines and reports variances. Researches, gathers, organizes and summarizes data for department reports, as requested. Analyzes data for trends or conclusions and presents results and recommendations to supervisor				
Ensures compliance with all University and state policies and procedures. Develops and implements security related procedures and coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior and ensures dissemination of security related information to staff. 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		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.

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.