



Lead Dental Assistant Job Description

Position: Lead Dental Assistant

Reports To: Dentist / Office Manager / Director of Operations

Employment Type: Full-Time

Job Summary:

The **Lead Dental Assistant** oversees daily clinical operations, ensuring efficiency in chairside assisting, sterilization, and patient care. This role requires leadership, excellent communication skills, and the ability to train and mentor other dental assistants while maintaining high standards of infection control and patient safety.

Key Responsibilities:

1. Clinical Duties & Chairside Assisting

- Assist the dentist with all dental procedures, including restorative, endodontic, surgical, and cosmetic treatments.
- Prepare operatory rooms and ensure all necessary instruments and materials are available.
- Maintain accurate patient records, update charts, and enter treatment notes.
- Take digital X-rays following proper safety guidelines.
- Ensure patient comfort and provide pre- and post-procedure instructions.

2. Leadership & Team Supervision

- Train and mentor new dental assistants, ensuring compliance with clinical standards.
- Monitor and evaluate staff performance, providing feedback and coaching as needed.
- Coordinate daily workflows and assign tasks to optimize efficiency.
- Act as a liaison between the dental assistants and management for effective communication.

3. Sterilization & Infection Control

- Oversee sterilization and disinfection protocols, ensuring compliance with OSHA and CDC guidelines.
- Ensure all sterilization equipment is maintained and properly functioning.
- Monitor and manage infection control logs, instrument processing, and PPE usage.



4. Inventory & Supply Management

- Maintain adequate inventory of dental supplies and order as needed.
- Track expiration dates and ensure proper storage of materials.
- Work with vendors to ensure timely and cost-effective supply procurement.

5. Patient Care & Communication

- Provide compassionate and professional patient care.
- Educate patients on oral hygiene, post-procedure care, and treatment plans.
- Address patient concerns and ensure a positive experience in the office.

6. Administrative & Compliance Duties

- Assist in scheduling and confirming patient appointments when needed.
- Ensure all documentation and consent forms are completed correctly.
- Help enforce HIPAA regulations and patient confidentiality policies.

Qualifications & Requirements:

- **Education:** Dental Assisting Certificate/Diploma from an accredited program.
- **Experience:** Minimum of **2-5 years** of dental assisting experience, with at least **1 year in a leadership role** preferred.
- **Certifications:**
 - State-required dental assisting license or certification.
 - Radiology/X-ray certification (if required by state).
 - CPR/BLS certification.
- **Skills:**
 - Strong knowledge of dental procedures, instruments, and sterilization techniques.
 - Leadership, team management, and problem-solving abilities.
 - Proficiency in dental software (Open Dental).
 - Excellent verbal and written communication skills.
 - Ability to multitask and work efficiently in a fast-paced environment.

Work Environment & Physical Requirements:

- Ability to stand for extended periods.
- Manual dexterity for handling instruments and equipment.
- Occasional lifting of up to 25 lbs.
- Exposure to bloodborne pathogens and other dental materials (proper PPE provided).