

REGISTERED DENTAL ASSISTANT (RDA) – Kerrville, Texas

Job Summary:

We are a privately-owned, fee for service group dental practice seeking a dependable, compassionate, detail oriented and skilled **Registered Dental Assistant (RDA)** to join our dental team. The ideal candidate will assist the dentist during procedures, ensure patient comfort, and maintain a clean and organized clinical environment. This position requires excellent communication skills, attention to detail, and a commitment to delivering high-quality patient care.

Position Summary:

The **Registered Dental Assistant (RDA)** plays a vital role in supporting dentists in the delivery of high-quality oral healthcare. This position is responsible for preparing patients for dental procedures, assisting during treatments, taking and developing dental radiographs, maintaining patient records, and ensuring proper sterilization and infection control protocols are followed. The RDA also provides chairside support, patient education on oral hygiene practices and manages dental instruments/materials to ensure smooth clinical operations. A strong emphasis is placed on patient care, attention to details and maintaining a safe and welcoming environment.

Key Responsibilities:

- Prepare patients for dental procedures and ensure their comfort during treatments
- Assist the dentist during a variety of treatment procedures, including fillings, crowns, extractions, root canals, and implant placement
- Sterilize and disinfect instruments and equipment according to OSHA and infection control standards
- Take and develop dental radiographs (X-rays)
- Take alginate impressions of patients' teeth for models as well as digital scans of patient's teeth
- Educate patients on oral hygiene and postoperative care instructions
- Maintain accurate and up-to-date patient records and documentation
- Schedule appointments and manage patient flow
- Manage inventory and order dental supplies as needed
- Perform other chair-side and administrative duties as required

Qualifications:

- Current **Registered Dental Assistant (RDA)** license/certification in Texas
- CPR/BLS certification
- X-ray certification (as required by state law)
- 1+ years of experience preferred (new graduates welcome to apply)
- Strong interpersonal and communication skills
- Ability to work in a fast-paced environment with attention to detail
- Knowledge of dental software (e.g., Eaglesoft) is a plus
- Nitrous certification is preferred, but we can provide training/certification if needed

Work Environment:

- Clinical setting; requires prolonged periods of standing and working with hands
- Use of personal protective equipment (PPE) including gloves, masks, and eyewear

Work Schedule: Full-Time Position

Monday – Thursday

7:45 a.m. – 5 p.m. (*Lunch from 1 p.m.- 2 p.m.*)

Friday

7:45 a.m. – 2 p.m.

Benefits:

We offer competitive compensation packages and continuing education opportunities. Skilled and compassionate Registered Dental Assistants looking for a new opportunity are encouraged to apply!

- Competitive pay
- Paid continuing education
- Paid Time Off
- Paid uniform allowance
- Paid TX license renewal
- In office dental benefits
- 401K match retirement benefit (*once plan requirements are met*)