

HOLMES DENTAL CENTER

Universal City, Texas

We're expanding our Team!

We're currently looking for an RDA to join our Team of Dental Professionals.

Overview

Join our dynamic dental team as a Registered Dental Assistant (RDA), where your skills will directly enhance patient care and streamline clinical operations. In this vital role, you will assist dentists during procedures, manage patient records, and ensure a clean, safe, and welcoming environment. Your expertise in dental assisting and familiarity with modern dental technology will help us deliver exceptional oral health services to our diverse patient community. This position offers an exciting opportunity to grow your career in a fast-paced, supportive setting committed to excellence. ATTENTION TO DETAIL IS A MUST

Duties

- Prepare treatment rooms and sterilize dental instruments following strict infection control protocols using aseptic techniques.
- Assist dentists chairside during a variety of procedures including general dentistry, prosthodontics, endodontics and implantology.
- Take digital dental x-rays using Dexis and Pano dental imaging, ensuring proper technique and patient safety.
- Record detailed medical and dental histories, vital signs, and medical documentation accurately in electronic health record (HER) systems such as Open Dental and Dentrix.
- Manage patient flow by greeting patients, scheduling appointments, and updating medical records in compliance with HIPPA regulations.
- Perform dental terminology explanations for patients to ensure understanding of procedures and post-care instructions.
- Support four-handed dentistry by efficiently passing instruments and materials during procedures to maximize productivity.
- Maintain a clean clinical environment adhering to infection control standards while supporting the team with dental coding and recordkeeping tasks.

Requirements

- Valid certification as a Registered Dental Assistant (RDA)
- Proven experience in dental assisting within a general or specialty practice. 1+ years of working experience required.
- Proficiency with EMR systems like Open Dental or Dentrix, for managing medical and dental records and documentation.
- Knowledge of X-ray techniques Dexis and radiation safety protocols.
- Familiarity with HIPPA regulations to always ensure patient confidentiality.
- Ability to perform vital signs assessment and support all patients with patience and professionalism.
- Strong understanding of dental terminology, anatomy knowledge, infection control practices, and aseptic techniques.

Join us to be part of an energetic team dedicated to delivering top-tier dental care! WE value your expertise in dental assisting combined with your passion for improving patient outcomes through compassionate service and technical excellence. This is more than just a job-it's an opportunity to advance your career in a vibrant environment that supports ongoing learning and professional growth.

Benefits

Medical Insurance

Dental Insurance

Vision Insurance

Free Parking

On the job training

Paid Sick Leave

Paid Vacation

Paid Holidays

Safety equipment provided

APPLY TODAY : holmesdental@holmesdentalsa.com

Scheduling Interviews Friday June 19th