

**Orthodontic Technician Job Summary:**

Assist with all phases of orthodontic treatment as directed by the Doctors and/or treatment plan.

**Essential Job Functions (other duties may be assigned):**

- Prepare teeth for the placement of brackets and bands.
- Prepare and secure orthodontic wires.
- Educate patients on oral hygiene and appliance care.
- Help motivate patients to achieve the very best results from orthodontic treatment.
- Serve as key communication link between the patient and the orthodontist.
- Make patients feel comfortable, at ease and welcome to the Practice by engaging patient and/or parent in conversation.
- Be professional and courteous at all times to patients, visitors and/or co-workers, treating them with dignity and respect at all times.
- Answer patient/parent questions if appropriate, or refer them to the Doctor or another staff member who can assist them.
- Complete accurate notes in patient records as required.
- Sterilize, set up and prepare orthodontic equipment and instrumentation in accordance with established regulations and guidelines.
- Maintain clean, neat work area. Restock supplies as needed.
- Follow OSHA guidelines, and maintain safe and effective working habits; report any unsafe tools or procedures to the Practice Administrator.
- Maintain confidentiality of Patient PHI and any other related information according to Practice privacy practices and HIPAA.
- Maintain good attendance and arrive on time ready and prepared to perform job functions daily.

**Non-essential Job Functions (performed on an infrequent basis):**

- Serve as back up to front desk as needed; answer phones and schedule appointments.
- Travel to other office locations to fill-in as needed.
- Work rotating on-call schedule holidays, evenings, or weekends.

**Minimum Qualifications:**

High School diploma or G.E.D. required.

1-2 years' prior experience as Orthodontic Technician

X-ray certified preferred

**Knowledge, Skills and Abilities:**

- Knowledge of orthodontic treatment
- Good communication skills: verbal and listening
- Excellent eye-hand coordination
- Organizational skills
- Strong attention to detail
- Time management skills
- Effective interpersonal skills
- Ability to maintain professional demeanor and appearance
- Strong patient care/customer service orientation with ability to demonstrate care and patience

- Ability to demonstrate respect and be courteous to patients, coworkers, parents/guardians of patients and visitors
- Positive attitude with ability to work independently and in a team setting
- Ability to maintain patient confidentiality
- Flexibility with ability to adapt to change
- Ability to travel & transport self to other practice locations
- Positive demeanor with ability to take initiative, be resourceful and proactive

**Work Environment (includes physical requirements):**

Orthodontic office environment with frequent contact with staff, patients, and doctors. Exposure to chemicals, radiation from x-ray machines, sharp objects, blood, bodily fluids and possible virus or infectious diseases from patients. May be exposed to odors from chemicals used in office. Occasional lifting of boxes or supplies of up to 50 lbs. Standing, bending, and sitting are required. Occasional travel to other office location may be required.