

DENTAL ASSISTANT

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Health**REPORTS TO:** Public Health Nurse Supervisor**CLASS SUMMARY**

Assists dentist with the provision of skilled dental care to children. Work involves rendering chair-side assistance to dentist, performing other procedures using established protocols and office routine, and providing dental health education.

DISTINGUISHING CHARACTERISTICS

The Dental Assistant is a stand-alone classification that is distinguished from other classes by its responsibility for serving as a Dental Assistant.

ESSENTIAL DUTIES

- Passes instruments to dentist during dental procedures.
- Mixes impression and filling material.
- Operates oral evacuation equipment, retractors, and water and air sprays.
- Polishes and applies sealants to teeth.
- Inventories, receives, checks and stocks supplies and equipment.
- Keeps instruments and equipment in operable and sterile condition.
- Prepares and arranges instrument trays and sterile trays for clinic dental procedures.
- Completes patient's records.
- Takes routine dental x-rays and photographs.
- Provides basic oral hygiene education.
- Coordinates schedules and make appointments.
- Assists with clerical duties as needed.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

In position designated as Team Leader,

- Serves as lead to dental assistant team, assigning tasks and monitoring work.
- Acts as a technical resource to dental assistant staff, responding to situations requiring advanced knowledge.
- Provides performance management feedback to supervisor.
- Attends meetings as representative of dental assistant team.
- Prepares reports and summaries as required by supervisor.
- Performs courier duties.

KNOWLEDGE AND SKILLS

Knowledge of:

- Dental equipment, instruments, and procedures;
- Preparation methods and dental materials;
- Basic dental practices and terminology;
- OSHA Sterilization and Infection Control regulations.

Skill in:

- Using dental equipment, instruments and materials;
- Interaction with children to relate well to them and calm them;
- Presenting dental health education;
- Providing customer service;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc.

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sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE

Graduation from an American Dental Association-accredited dental assisting program and one year dental assistant experience that includes working with children; or two years on-the-job training as a dental assistant that includes working with children; or an equivalent combination of training and experience. The Team Leader-designated position requires graduation from a dental assisting program and two years dental assistant experience that includes working with children; or three years on-the-job training as a dental assistant that includes working with children; or an equivalent combination of training and experience.

LICENSING/CERTIFICATION

- Radiography for Dental Assistants;
- Teeth Polishing;
- OSHA Sterilization and Infection Control;
- Emergency Treatments;
- CPR;
- Team leader-designated position requires valid NC Driver's License.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Semi-sterile/aseptic conditions. Working with uncooperative patients (children). Routine exposure to sharp instruments, x-ray, chemicals, body fluids. Working with children may involve exposure to unpredictable patient response and potentially dangerous behavior as well as a variety of diseases. May be subjected to travel.

GENERAL INFORMATION

FLSA Status: Non-exempt

Class Spec Established/Revised: E10/99; R01/06