



Career Service Authority
Dental Assistant Supervisor

Page 1 of 4

GENERAL STATEMENT OF CLASS DUTIES

Directs the daily operations of a dental clinic and supervises the work of Dental Assistants in the care and treatment of dental patients.

DISTINGUISHING CHARACTERISTICS

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

This class directs the daily operations of a dental clinic and is distinguished from and supervises the work of Dental Assistants who provide sub-professional dental work assisting dentists in the care and treatment of dental patients.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications and Purpose:

Contacts are of a non-prescribed nature involving the negotiation and resolution of problems and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Supervises two or more employees who do not supervise.

ESSENTIAL DUTIES

Supervises and directs the daily operations of a dental clinic and the work of Dental Assistants in the examination and treatment of periodontics, oral surgery, and other procedures.

Administers and coordinates infection control procedures.

Acts as a Dental Assistant as required.

Monitors the maintenance and repair of equipment and tools and ensures dental equipment and materials are available for use.

Orders dental supplies and materials.

Develops the performance evaluation program for functions within the unit, monitors and documents employee performance provides ongoing feedback regarding levels of performance and formally evaluates employees in relation to performance.

Trains employees in day to day procedures.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Customer Service - Works and communicates with clients and customers to satisfy their expectations. Committed to quality services.

Integrity/Honesty - Displays high standards of ethical conduct and understand the impact violating these standards on an organization, self, and others, choose an ethical course of action, are trustworthy.

Conscientiousness - Displays a high level of effort and commitment towards performing work, demonstrates responsible behavior.

Flexibility - Adapts quickly to changes.

Listening - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Self-Esteem - Believes in own self-worth, maintains positive view of self, and displays a professional image.

Speaking - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listener and situation, uses body language appropriately.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity, foster commitment and team spirit, works with others to achieve goals and objectives.

Memory - Recalls information that has been presented previously.

Reading - Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

Writing - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Reasoning - Discovers or selects rules, principles, or relationships between facts and other information.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.

Knowledge of dental procedures and practices sufficient to be able to provide dentists with chairside assistance utilizing dental equipment and performing dental procedures as assigned by the dentist.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Standing: remaining on one's feet in an upright position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Repetitive motions: making frequent movements with a part of the body.

Working Environment:

Exposed to explosive chemicals, gases and low-level radiation

Exposed to hazardous anesthetic agents, body fluids and wastes

Exposed to hazards from Electro/mechanical/power equipment

Exposed to patient elements

Exposed to the risk of bloodborne diseases

Exposed to unpleasant elements (accidents, injuries and illness)

Exposure to infections and contagious diseases

Education Requirement:

Graduation from high school or possession of a GED Certificate required.

Experience Requirement:

Three years of experience providing chairside assistance to a dentist in the examination and treatment of patients.

Education/Experience Equivalency:

None.

Licensure and/or Certification:

Certification as a Dental Assistant and completion of a Career Service supervisory course prior to end of probationary period. Possession of a certification to take dental X-rays.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Monika S. MacRossie

REVISED DATE: 10/25/2009

REVISED BY: Tony Gautier

CLASS HISTORY 10/2009-Spec placed into current format; competency and distinguishing characteristic statements added.