

Career Service Authority

Dental Assistant

Revised Date
Revised By Jean Canfield
FLSA Code Non-Exempt
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General Statement of Duties

Provides sub-professional dental work assisting dentists in the care and treatment of dental patients.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Provides chairside assistance to dentists in the examination and treatment of pedodontics, periodontics, endodontics, prosthetics, oral surgery and other procedures.
 - *Skill in understanding and applying oral, written, illustrated, or demonstrated instructions.*
2. Obtains and records medical and dental history. Reviews charts and treatment plans, selects appropriate instruments, materials, and medications, arranges in order of use on chairside tray, and prepares dental work area prior to each appointment in accordance with the scheduled treatment.
 - *Knowledge of dental equipment sufficient to be able to select and use appropriate equipment.*
 - *Skill in establishing and maintaining effective working relationships with other employees and the public.*
 - *Skill in communicating and presenting factual information related to the work assignment.*
3. Seats, drapes, and positions patients. Provides chairside assistance by passing instruments to dentist, preparing materials for restorative procedures, and keeping oral operative areas clean during dental procedures.
 - *Skill in understanding and applying oral, written, illustrated, or demonstrated instructions.*

- *Skill in maintaining the work area.*
- 4. Positions patients and takes and processed X-rays. Instructs patients in the need and desirability of comprehensive dental care and relays surgical post operative instructions.
 - *Knowledge of safety procedures and safety precautions to be able to provide a safe work environment for self and others.*
 - *Skill in using X-ray machines and developing film.*
- 5. Assists dentist in performing suture removal, applying topical fluorides, applying rubber dams, and other chairside assistance procedures.
 - *Skill in understanding and following oral illustrated written or demonstrated instructions.*
- 6. May instruct patients in dental post operative care and need for comprehensive dental care.
 - *Skill in communicating and presenting factual information related to the work assignment.*
- 7. Assists in the maintenance of supplies and equipment and sterilization of instruments.
 - *Skill in maintaining equipment and supplies utilized in the specific area.*
- 8. Maintains established departmental policies and procedures, quality improvement, safety, environmental and infection control standards.
 - *Knowledge of the techniques, practices, and materials specific to the assigned area sufficient to be able to conduct the appropriate tests.*
 - *Knowledge of departmental policies, procedures, objectives, safety and infection control standards sufficient to be able to maintain the expected level of efficiency.*
- 9. Cooperates with other personnel to achieve departmental and interdepartmental objectives and maintain good employee relations.
 - *Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.*
 - *Skill in utilizing the principles and practices of effective and persuasive communication to elicit and/or present explanatory or interpretive information.*
- 10. Attends meetings as required.

- *Skill in communicating and presenting factual information related to the work assignment.*
- *Skill in utilizing interpersonal communications as well as the comprehension and application of departmental updates.*

11. Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.
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Job Requirements

Level of Supervision

No supervisory responsibility

Guidance and Decision Making

Procedures, methods, and techniques to be used are well established with options to be considered well-defined. Detailed oral and/or written instructions are normally given during the training period. Duties assigned are primarily routinized, repetitive, and restricted in intricacy with little or no discretion in how they are carried out. Work product is subject to continual review.

Interpersonal Communications

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Physical Demands

Carrying: Transporting an object, usually by hand, arm or shoulder
Eye/Hand/Foot Coordination: Performing work through using two or more
Fingering: Picking, pinching or otherwise working with fingers
Handling: Seizing, holding, grasping or otherwise working with hand(s)
Hearing: Perceiving the nature of sounds by the ear
Reaching: Extending the hand(s) and arm(s) in any direction
Repetitive Motions: Making frequent movements with a part of the body
Stooping: bending the body by bending the spine at the waist
Talking: Expressing or exchanging ideas by means of spoken words

Vision Requirements

Accommodation: Ability to adjust vision to bring objects into focus.

Color Vision: Ability to distinguish and identify different colors.

Depth Perception: Ability to judge distances and space relationships.

Far Acuity: Ability to see clearly at 20 feet or more.

Field of Vision: Ability to see peripherally.

Near Acuity: Ability to see clearly at 20 inches or less.

Mental Demands

Memorization

Oral Comprehension

Spatial Orientation

Written Comprehension

Environmental Conditions

Wet: frequent contact with water or other liquid.

Noise: sufficient noise to cause distraction or possible hearing loss.

Hazards: conditions where there is danger to life, body, and/or health.

Atmospheric Conditions: conditions that affect the skin or respiratory system.

Working Conditions

Exposed to hazardous anesthetic agents, body fluids and wastes.

Exposed to hazards of handling diseased organs and tissues

Exposed to housekeeping/cleaning agents/chemicals

Exposed to infection from disease-bearing specimens

Exposed to infections and contagious disease

Exposed to odorous chemicals and specimens

May be exposed to toxic chemicals

Subject to burns and cuts

Subject to electrical and radiant energy hazards

Subject to injury from moving parts of equipment

Minimum Education

Graduation from high school or possession of a GED Certificate at time of application.

Minimum Experience

One year of experience provides chairside assistance to a dentist in the examination and treatment of patients.

Licensure and Certification

Certification as a Dental Assistant may be substituted for the one-year of experience.

Possession of a certification to take dental x-rays by the end of the probationary period.