

# Health District

OF NORTHERN LARIMER COUNTY

## JOB ANNOUNCEMENT

**POSITION TITLE:** Dental Assistant

**POSITION NUMBER:** 56-058

**HOURS:** Regular Full-Time  
30 hours per week (.75 FTE)

Some evening hours required.

**SALARY RANGE:** \$22,620 - \$24,367 per year DOQ (.75 FTE)  
\$14.50 to \$15.62 per hour, DOQ

Grade 5  
Non-exempt status

**TO APPLY:** Send resume and cover letter to:  
Search Coordinator  
Health District of Northern Larimer County  
120 Bristlecone Drive, Fort Collins, CO 80524  
FAX 970-221-7165  
E-mail to [searchcoordinator@healthdistrict.org](mailto:searchcoordinator@healthdistrict.org)

**DEADLINE:** To receive full consideration, materials must be received by 5:00 pm on Friday, January 10, 2014; however, position remains open until filled.

### QUALIFICATIONS:

#### Required

- **Education or formal training:**
  - High School Degree or GED
  - Completion of a recognized dental assistant training program
- **Certificate/License:**
  - Willingness to obtain and/or maintain current CPR certification
- **Experience:**
  - One or more years experience as a dental assistant

# Health District of Northern Larimer County

## Dental Assistant

### ▪ **Knowledge, Skills and Abilities:**

- Ability to provide outstanding dental assisting and customer service
- Ability to work with diverse, low-income client populations
- Ability to work with and be sensitive to the needs of patients with physical or mental disabilities
- Ability to maintain positive, professional relationships
- Ability to work both cooperatively and independently
- Ability to effectively work as a team member
- Ability to communicate well verbally and in writing, and to keep accurate and complete records

### ▪ **Working Environment/Physical Requirements:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - Employee is frequently required to stand for long periods, walk, use fine motor skills, reach with hands and arms, feel, talk and hear. Must have close visual acuity to view a computer terminal.
  - The ability to listen and understand information and ideas presented through spoken words.
  - Employee is occasionally exposed to blood or other body fluids, fumes or airborne particles and toxic or caustic chemicals.
  - Must have above average fine motor skills and dexterity while handling and gripping instruments.
  - Must be able to keep the hand and arm steady while moving or while in one position.
  - Must have the ability to communicate information and ideas in speaking so others will understand.
  - Must be able to talk on the phone for long periods of time while keying in numbers on the phone and typing in computer, primarily with fingers rather than with the whole hand or arm as in handling.

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- Must have normal physical mobility, which includes movement from place to place on the job.
  - Must have the ability to drive and work at offsite locations in a clinical setting.
  - Must be able to stand, walk, reach with arms and hands, and to stoop kneel, or crouch.
- **Infection Control Requirements:**
    - Healthcare workers with blood borne pathogen status are required to comply with infection control policies including immunity to Measles, Rubella, Mumps, Varicella, Pertussis and Hep B, and annually have a screening for Tuberculosis and influenza vaccination. Proof of immunization record is required.
  - **Reliable vehicle; valid driver's license and insurance**

**Special consideration will be given to applicants who have:**

- Bilingual skills written and oral (Spanish/English)
- Introductory/intermediate computer skills and experience with computerized practice management system (Dentrix)

# Health District of Northern Larimer County

## Dental Assistant

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**REPORTS TO:** Dental Assistant Supervisor

### **GENERAL DUTIES/PURPOSE:**

Works as a positive, productive team member to provide dental services in a busy public dental clinic. The clinic provides care to Medicaid and low-income populations of northern Larimer County who are unable to afford the full cost of care.

### **Some evening hours required to accommodate expanded Dental Clinic service hours.**

Assists in the general activities of the dental office as needed, including chair-side assisting, sterilization procedures, lab procedures as needed, front desk cross training, hygiene assisting as patient load and clinic workload permits and other duties as assigned.

### **SPECIFIC DUTIES:**

1. Provides quality and efficient chair-side assisting as assigned and is available, as needed, to all dentists in all operative and surgical procedures.
2. Takes and develops X-rays, as needed, for patients.
3. Seats and dismisses clients in a professional, client friendly manner.
4. Sterilizes all instruments.
5. Maintains an orderly clinical setting.
6. Assists in performing laboratory procedures as needed.
7. Prepares operatories for the patients as the different procedures demand.
8. Cross-trains at the front desk as needed.
9. Performs rubber cup polishing if schedule permits.
10. Becomes proficient giving oral hygiene instruction, as needed, to patients.
11. Assists dental hygienist if needed.
12. Provides equipment maintenance.
13. Provides quality customer service.
14. Maintains equipment and order supplies.
15. Enters information into Dentrix, the clinic's practice management software.
16. Works positively and productively, as a team member, with other dental and Health District staff.

**Health District of Northern Larimer County**  
**Dental Assistant**

17. Participates in staff trainings, meetings and special events as required.
18. Assists in patient scheduling.
19. Assists in charting.
20. Performs next day call-backs.
21. Obtains continuing education.
22. Assists student dentists (if time allows from other dental assistance).
23. Complies with OSHA standards.
24. Complies with infection control procedures in the dental clinic.
25. Knows how to use Material Safety Data Sheet (MSDS) procedures and performs MSDS duties as needed.
26. Performs other clinical duties as assigned by the supervising dentist and related administrative duties as assigned by the Dental Assistant Supervisor.

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.