

# Health District

OF NORTHERN LARIMER COUNTY

## Position Description

**Position Title** Dental Assistant

**Salary Level/Grade** T2

### Position Overview

The Dental Assistant works as a team member to provide dental services in a busy public health dental clinic. The Family Dental Clinic provides care to Medicaid and those with limited resources of northern Larimer County who are unable to afford the full cost of care. This position assists in the general activities of the dental clinic including chair-side assisting, sterilization procedures, lab procedures as needed, front desk cross training, and hygiene assisting as patient and clinic workloads permit.

### Supervision and Fiscal Responsibilities

No direct reports or fiscal responsibility.

### Examples of Duties

- Provides quality and efficient chair-side assistance as assigned and is available, as needed, to all dentists in all operative and surgical procedures.
- Assists student dentists, as time allows.
- Assists dental hygienist, if needed.
- Becomes proficient giving oral hygiene instruction to patients, as needed.
- Maintains an orderly clinical setting.
- Prepares operatories for the patients as the different procedures demand.
- Assists in performing laboratory procedures, as needed.
- Takes digital X-rays for patients, as needed.
- Sterilizes all instruments.
- Performs rubber cup polishing if schedule permits.
- Maintains equipment and orders supplies.
- Provides equipment maintenance.
- Cross-trains at the front desk, as needed.
- Seats and dismisses clients in a professional, client-friendly manner.
- Enters information into the clinic's practice management software (i.e., Dentrix).
- Assists in patient scheduling.
- Assists in charting.
- Assists in performing next day call-backs.
- As scheduled by the Dental Assistant Supervisor, fulfills surgical assistant role for dentists as part of the Health District's General Anesthesia Program (GAP).
- As scheduled by the Dental Assistant Supervisor, accompanies, and assists Health District providers at oral health screenings at schools, non-profit and other community agency events.
- Obtains continuing education, as required.
- Provides Spanish translation assistance (if bilingual) to dentists, hygienists, and dental services guides.
- Complies with OSHA standards.
- Complies with infection control procedures in the dental clinic.
- Knows how to use Safety Data Sheet (SDS) procedures and performs SDS duties, as needed.
- Performs other clinical duties as assigned by the supervising Dentist and related administrative duties as assigned by the Dental Assistant Supervisor.

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- Works as a positive and productive team member, participating in group meetings, trainings, retreats and special events, as required.
- Develops and maintains positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.

### Qualifications

- High School Degree or GED
- Completion of a recognized dental assistant training program.
- A minimum of one year of experience as a dental assistant.
- Expanded Functions Dental Assistant (EFDA) Certificate is desired.
- Radiology Certificate
- Willingness to obtain and/or maintain current CPR certification.
- Willingness to meet requirements for a surgical assistant role with the Health District General Anesthesia Program (GAP).

### Knowledge, Skills, & Abilities

- Regular, reliable, and on-time attendance is an essential function of this position.
- Ability to provide outstanding dental assistance and customer service.
- Ability to communicate well verbally and in writing, and to keep accurate and complete records.
- Ability to maintain confidentiality with protected client information.
- Ability to use Dentrix or similar software for chair side entry of dental patient information.
- Ability to effectively interact, work, and develop meaningful relationships with people of diverse backgrounds, including cultural, beliefs, customs, socioeconomic status, abilities, genders, and gender identities.
- Ability to work with and be sensitive to the needs of those with physical and mental health conditions.
- Ability to effectively work as a team member.
- Ability to maintain positive, professional, productive working relationships.
- Ability to work both cooperatively and independently.
- Written and oral fluency in English and Spanish language is desired.
- Introductory/intermediate skills in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).

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.

### Work Environment

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.

- Employees are frequently required to stand or sit for long periods, walk, use fine motor skills, reach with hands and arms, feel, talk, and hear.
- Must be able to stand, walk, reach with arms and hands, and to stoop, kneel, or crouch.
- Be able to keep the hand and arm steady while moving or while in one position.
- Must have above average fine motor skills and dexterity while handling and gripping instruments.
- Ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.

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- Ability to move from place to place on the job.
- The ability to listen and understand information and ideas presented through spoken words and communicate information and ideas verbally so others will understand.
- Eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier, and other office equipment.
- Ability to drive and work at off-site locations in a clinical setting.
- Requires reliable transportation; valid driver's license and auto insurance if reliable transportation is by personal automobile.
- Must comply with infection control policies for this position.

Employees are occasionally exposed to blood or other body fluids, fumes, or airborne particles and toxic or caustic chemicals.

**Equal Opportunity Employer** - The Health District is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state, or local laws.