

Dental Asst 2

Role: 003CE2 - Dental Asst 2

A Day in the Life:

The essential functions of this role are as follows:

- Prepare patient, sterilize, or disinfect instruments, set up instrument trays, prepare materials, or assist dentist during dental procedures.
- Maintain patient records including recording medical and dental history, vital signs, and schedule dental appointments.
- Maintain and ensure compliance with all dental equipment including basic maintenance, cleaning, logbooks, and ordering service on equipment.
- Responsible for supply inventory, ordering, and stocking.
- Prepare and expose dental diagnostic x-rays.
- Assist dentist in management of dental procedures.

The job profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

What You'll Need for Success:

You must meet the following requirements to be considered for employment:

- Must have a Dental Assistant Certification.
- Must have a Radiology license.
- Knowledge of clinical dental policies and procedures.
- The ability to interact and communicate effectively with a diverse population.
- The ability to be organized and the ability to take and keep records.
- The ability to use and maintain dental equipment.
- The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.

Supervisory Responsibilities/Direct Reports:

Difficulty of Work:

Your work is routine in nature involving the ability to multi-task and remain organized. You must be knowledgeable about and adhere to standard dental practice policies, and you may work independently with judgement needed in selecting the appropriate dental practices. You will need to be organized to be able to order and maintain supplies and equipment.

Responsibility:

As a Dental Assistant, you should demonstrate responsibility for proper techniques in sterilization, clinic disinfection and on-going monitoring of specific care indicators such as x-ray exposure badges, sterilizer spore

checks and infection control solutions. You must have the ability to keep inventory and ordering control of dental materials and supplies. Recommendations formulated can have significant impact on patient's physical and emotional well-being. You will work independently on non-procedural tasks. Your work will be reviewed by the Dentist on all dental procedures.

Personal Work Relationships:

Your contacts are with patients, hospital staff, vendors (internal and external), visitors, family members, community services provided by physicians, and other merchants to provide necessary information as allowed by HIPAA guidelines. You will consult with the Dentist on procedures and work with staff on treatment plans.

Personal Work Relationships:

Residents or incarcerated individuals may have family, friends, community partners and/or other interested parties come to the facility requesting information or to visit with the person according to policies and procedures.

This position will communicate directly with children and families on a regular basis.

This individual will be expected to partner with agency personnel and related stakeholders working towards completion of assigned functions. Exceptional customer service is provided to agency partners and/or the general public.

Physical Effort:

Depending on the duties performed or environment setting, frequent walking, standing, climbing stairs or ladders, bending, stooping, pushing, pulling and/or similar movements may be involved.

This role requires the ability to lift/transport items up to 50 lbs with or without the assistance of equipment.

This role requires the use limbs/fingers to easily perform manual functions. Equipment used may include the operation of complex manual and electric powered equipment or hand-tools.

Working Conditions:

This role performs work in a laboratory setting according to safety procedures.

This role requires a high level of attention and safety due to work activities having risk of injury or loss of life.

This role performs work in a state operated hospital facility.

There is potential for exposure to infectious diseases in this role.

There is potential for exposure to hazardous materials on site and/or in the lab.

This role may experience periods of high stress and/or pressure.

This role requires the appropriate use of Personal Protective Equipment (PPE) when necessary.

Competencies

- Demonstrating Initiative
- Establishing Relationships
- Attentive Listening
- Managing Time

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