

DENTAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Health Department and involves responsibility to provide assistance to Dental Hygienists in the examination and treatment of school age patients. The work requires knowledge of dental office procedures, clinic routine and the techniques used in assisting dentists and hygienists in a dental sealant program. This position is characterized by the dual responsibility for scheduling and coordinating work for the clinic and performing the duties of dental assisting. Work is performed under the direct supervision of a Dental Hygienist. Routine tasks are performed independently as experience is gained. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists Dental Hygienists by sterilizing, handling and tending dental instruments as instructed and using knowledge of chair side assistance in a dental sealant procedure;

Aids at chair side by performing clinical procedures such as retractions on patient's tongue and cheek and manipulating suction equipment to keep patient's mouth free of water and debris;

Charts dental defects and other information as given by the Dental Hygienist;

Notes treatment prescribed and scheduled for each appointment and prepares work area by laying out needed materials and required instruments in proper order;

Participates in the maintenance of a variety of records, including records of appointments, clinical records of patients' conditions, treatments administered, records of dental supplies and equipment;

Monitors the ordering of dental supplies and equipment, and coordinates or assists in the delivery of such to clinic sites and maintains related records;

Performs a variety of light "housekeeping" tasks in order to maintain the clinic, disposal of used materials, replacement of soiled linen and used supplies, and cleaning and dusting of dental facility fixtures;

Makes appointments and receives patients for a number of dental clinics.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of specific techniques and the sequences of steps used in assisting Dental Hygienists at chair side in performing dental preventative treatment procedures in dental clinic programs;

Good knowledge of precautions taken to maintain aseptic conditions;

Working knowledge of routine dental office terminology, procedures and equipment;

Skill in relating to, reassuring and encouraging school age patients;
Skill in handling dental instruments quickly and as directed;
Ability to keep dental charts and records;
Ability to perform moderately complex dental office clerical tasks;
Ability to understand and follow oral and written directions;
Clerical aptitude;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered two year college with an Associate in Applied Science degree in Dental Assisting Technology or Dental Hygiene; OR
- B) Successful completion of a New York State Education Department approved program in Dental Assisting and one (1) year of experience, as a Dental Assistant in a private dental office, public dental health program or comparable dental program; OR
- C) Two (2) years of experience as a Dental Assistant in a private dental office, a public dental office program or comparable dental program; OR
- D) An equivalent combination of training or experience as defined by the limits of A), B) and C) above.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.