

Code: 4421

Title: DENTAL ASSISTANT

SUMMARY: Participates in dental procedures during examination and patient treatment. Performs basic clinical and business office support functions.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Prepares patients for examinations;
Assists dentist during dental screening;
Assists dental hygienists by preparing dental sealants and assisting in their application;
Travels to schools and other sites to provide dental services;
Transports, sets up and breaks down portable dental equipment and supplies;
Coordinates clinic flow of patients;
Observes all required clinical procedures for the collection and proper disposal of biohazardous waste materials;
Inventories and stocks clinic supplies;
Maintains equipment in working order;
Sterilizes instruments, prepares instrument packages and cleans equipment in accordance with departmental and universal medical policies and procedures;
Creates and maintains program/activity documentation.

KNOWLEDGE & SKILLS:

Knowledge of:

- dental anatomy;
- principles, practices and methods of sterilization;
- decontamination equipment, techniques and procedures;
- dental instruments and equipment usage, cleaning, sterilization and maintenance;
- dental materials usage, manipulation and storage.

Skill in:

- preparation, sterilization and cleaning of basic dental equipment and instruments;
- operating decontamination and sterilization equipment;
- mixing of dental sealants;
- four-handed assisting techniques;
- communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Graduation from an accredited college, university, vocational/technical school or program as a Dental Assistant.

OR:

(2) One year of experience assisting with dental screening and sealant placement.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a current Arizona Class D Driver's License at the time of appointment.

Special Notice Items: Department of Labor regulation CFR Part 1910.1030 requires notification that positions within this classification may have a high risk of exposure to blood-borne pathogens. In accordance with OSHA and Pima County guidelines, Tuberculin (TB) screening, Hepatitis B vaccinations and safety training and equipment will be provided.

Physical/Sensory Requirements: All positions require the ability to lift and carry materials up to 20 pounds in weight. Additional physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.