# JOB ANNOUNCEMENT

**POSITION TITLE**  
Dental Assistant

**DEPARTMENT**  
Family Dental Clinic - Clinical

**POSITION NUMBER**  
56-011

**HOURS**  
Regular Full-time  
40 hours per week (1 FTE)  
Monday through Friday

**STARTING SALARY**  
$17.94 to $19.96 per hour DOQ

**POSITION GRADE**  
Grade 6

**FLSA CLASSIFICATION**  
Non-Exempt Status (Overtime Eligible)

## TO APPLY

Send resume and cover letter to one of the following:  
Search Coordinator  
Health District of Northern Larimer County  
120 Bristlecone Drive  
Ft. Collins, CO 80524

Fax: 970-221-7165 (Attn: Search Coordinator)

Email to searchcoordinator@healthdistrict.org.

To receive full consideration, materials should be received by Wednesday, September 30, 2020. Position will remain open and applications accepted 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
  - Radiology Certificate
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- Willingness to meet requirements for a surgical assistant role with the Health District General Anesthesia Program (GAP)

- **Experience**
  - A minimum of one year of experience as a 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, productive working 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
  - Regular, reliable, and on-time attendance is an essential function of this position

- **Special Consideration Will Be Given For:**
  - Bilingual skills written and oral (English/Spanish)
  - Introductory/intermediate computer skills and experience with computerized dental practice management system (i.e., Dentrix)
  - EFDA Certificate

- **Technology Skills**
  - Ability to use Dentrix or similar software for chair side inputting of dental patient information

- **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 or sit 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 monitor.
The ability to listen and understand information and ideas presented verbally.

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 verbally so others will understand.

Must have normal physical mobility, which includes movement from place to place on the job.

Must have the ability to drive and work at off-site locations in a clinical setting.

Must be able to stand, walk, reach with arms and hands, and to stoop, kneel, or crouch.

Must have the ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.

Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard.

- **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. Proof of immunization record is required. An annual screening for Tuberculosis and an annual Influenza vaccination are required.

- **Requires Reliable Vehicle; Valid Driver’s License and Auto Insurance**
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REPORTS TO Dental Assistant Supervisor

GENERAL DUTIES/PURPOSE
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 low-income populations of northern Larimer County who are unable to afford the full cost of care.

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.

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 digital X-rays for patients, as needed.

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 to patients, as needed.

11) Assists dental hygienist, if needed.

12) Provides equipment maintenance.

13) Provides quality customer service.

14) Maintains equipment and orders supplies.

15) Enters information into the clinic’s practice management software (i.e., Dentrix).

16) Works as a positive and productive team member, participating in group meetings, trainings, retreats and special events, as required.

17) Assists in patient scheduling.
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18) Assists in charting.

19) Assists in performing next day call-backs.

20) As scheduled by the Dental Assistant Supervisor, fulfills surgical assistant role for dentists as part of the Health District’s General Anesthesia Program (GAP).

21) 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.

22) Obtains continuing education, as required.

23) Assists student dentists, as time allows.

24) Provides Spanish translation (if bilingual) assistance to dentists, hygienists and eligibility resource specialists.

25) Complies with OSHA standards.

26) Complies with infection control procedures in the dental clinic.

27) Knows how to use Safety Data Sheet (SDS) procedures and performs SDS duties, as needed.

28) 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.

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.