

# Health District

OF NORTHERN LARIMER COUNTY

## Position Description

**Position Title** Dental Assistant

**Career Level/Grade** T2

### Position Overview

The Dental Assistant works as a team member to provide dental services in a busy public health dental clinic. This position will assist in the general activities of the dental clinic. The Dental Assistant is an intermediate level individual contributor, who works under direct supervision on basic tasks assigned involving healthcare related work.

### Supervision and Fiscal Responsibilities

No direct reports or fiscal responsibility.

### Examples of Duties

- Provide quality and efficient chair-side assisting as assigned and available, to all dentists in all operative and surgical procedures.
- Maintain an orderly clinical setting.
- Provide excellent customer service, including seating and dismissing clients in a professional, client-friendly manner.
- Cross-train and cover front desk duties as needed.
- Prepare operatories for the patients as the different procedures demand.
- Take digital X-rays for patients, as needed.
- Perform equipment maintenance and related duties such as sterilizing instruments and rubber cup polishing.
- Maintain, track and order instruments and supplies, including for the General Anesthesia Program.
- Assist in performing laboratory procedures, and manage lab case coordination and tracking.
- Perform dental duties such as place sealants, apply fluoride, and deliver oral hygiene instruction to patients, as needed.
- Prepare dental materials, take impressions, fabricate provisional crowns, take radiographs, administer and record blood pressure, and other related duties.
- Fulfill surgical assistant role for dentists as part of the Health District's General Anesthesia Program (GAP), as scheduled.
- Perform denture adjustments, partial adjustments (acrylic and metal).
- Accompany and assist Health District providers at oral health screenings at schools, non-profit and other community agency events, as requested.
- Enter information into the clinic's practice management software (i.e., Dentrix) and database, including patient scheduling and performing next day call-backs.
- Perform dental charting.
- Comply with OSHA standards, infection control procedures, and know how to use Safety Data Sheet (SDS) procedures and performs SDS duties, as needed.
- Provide translation assistance (English/Spanish) to dentists, hygienists, and eligibility resource specialists.
- Develop and maintain positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.

# Health District of Northern Larimer County

## Dental Assistant

### Qualifications

- High School Diploma or General Educational Development (GED)
- At least one year experience
- The completion of a recognized dental assistant training program
- A Radiology certificate
- Ability to obtain and/or maintain current Cardiopulmonary Resuscitation (CPR) certification
- Willingness to meet requirements for a surgical assistant role with our General Anesthesia Program (GAP)
- Willingness to obtain/maintain OSHA training
- Written and oral fluency skills in English and Spanish language is required
- Experience with direct patient care in a clinical setting

### Knowledge, Skills, & Abilities

- Ability to provide outstanding dental assisting and customer service.
- Ability to maintain professional, positive, productive relationships.
- Commitment to contributing to an inclusive and equitable working and learning environment.
- Ability to effectively interact, work, and develop meaningful relationships with people of diverse backgrounds, including cultures, beliefs, customs, socioeconomic statuses, abilities, genders, gender identities, and sexualities.
- Ability to work with and be sensitive to the needs of those with physical and mental health conditions.
- Ability to maintain confidentiality with patient information.
- Ability to follow clear and established processes.
- Good verbal and written communication skills.
- Good computer skills with the ability to learn new software.
- Ability to use Dentrix or similar software for chair side inputting of dental patient information.
- Ability to balance multiple demands, work both cooperatively within a team and independently.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Must have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
- Must be able to sit or stand for prolonged periods.
- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier, and other office equipment.
- Must have the ability to move from place to place on the job.
- Must have the ability to communicate information and ideas verbally so others will understand.
- Requires reliable transportation; valid driver's license and auto insurance if reliable transportation is by personal automobile.

# Health District of Northern Larimer County

## Dental Assistant

### Infection Prevention

Must comply with infection control policies for this position. Requirements include providing documentation of MMR, Varicella, Tdap and Hep B (Hep B is optional, but strongly recommended) immunizations and compliance with tuberculosis training, screening, and testing on hire.

### Equal Opportunity Employer

The Health District is committed to creating an equitable and inclusive workplace and proudly serves as an Equal Opportunity Employer. We welcome applicants from all backgrounds and ensure that all qualified candidates 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.

**We believe that diverse backgrounds and perspectives strengthen our organization, so we consider a combination of experiences to meet minimum qualifications.** Experience may include related knowledge, skills, abilities, education, work, and lived/living experience. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.