

SNOHOMISH COUNTY JOB DESCRIPTION

DENTAL ASSISTANT - PROJECT

Spec No. 2242

BASIC FUNCTION

The purpose of the Dental Assistant is to perform a variety of technical duties to assist dentist in the examination and treatment of patients; perform related duties involved in the care and maintenance of dental instruments, equipment and supplies.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides chair side assistance to the dentist in the performance of dental procedures.
2. Prepares, sterilizes, organizes and sets up dental equipment; ensures that all dental instruments are cleaned, dated and processed according to established guidelines and standards.
3. Monitors and maintains dental equipment.
4. Follows and maintains all relevant federal, state and institutional regulations, guidelines, policies and standards for the provision of dental services.
5. Orders and maintains inventories of dental supplies.
6. Maintains dental laboratory slips and creates and maintains dental records in accordance with established protocol and procedures.
7. Develops and processes dental radiographs in accordance with provider orders; assists in the monitoring and maintenance of radiation safety procedures and protocols.

STATEMENT OF OTHER DUTIES

8. Performs related duties as required.

MINIMUM QUALIFICATIONS

Vocational/technical training in a directly related field to the duties and responsibilities specified. Certified dental assistant with high school diploma or equivalent. Must pass job related tests.

SPECIAL REQUIREMENTS

Candidates for employment must successfully pass a criminal history background investigation, a polygraph examination and a psychological examination.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- Full range of dental clinical procedures and protocols;
- Sterilization procedures;
- Federal, state and institutional regulations and guidelines for the provision of dental services;
- Supplies, equipment and/or services ordering and inventory control;
- Patient evaluation and triage procedures;
- Radiation safety procedures, standards and protocols;
- Planning and scheduling techniques

Ability to:

- Be organized and possess records maintenance skills;
- Set up and prepare dental equipment and instrumentation in accordance with established regulations and guidelines;
- Operate, maintain and troubleshoot a wide range of dental equipment in accordance with prescribed procedures and standards;
- Work as a team member within a clinical environment;
- Develop and process dental radiographs.

SUPERVISION

Employee reports to the dentist.

WORKING CONDITIONS

The work is performed within a maximum-security correctional facility.

Class Established: June 2002
EEO Category: 2
Pay Grade: 232
Workers Comp: 1501 Hazardous