

I. A. Primary Purpose of Organizational Unit:

The Madison County Health Department is dedicated to providing disease prevention and health promotion for all Madison County residents. Employees assist clients in achieving the highest physical, mental and social well-being through a variety of health department programs which range from child health and maternal health to family planning, adult health and oral health.

B. Primary Purpose of Position:

The purpose of this position is to support the dentist, hygienist and office manager for Madison county Dental Center under the supervision of the Dental Office Manager and the Dentist, utilizing the protocols and standing operating procedures that have been approved by the Health Director.

C. Work Schedule

Work hours are 7:30 am to 6:00 pm with rotating 4 10 hour work days between M-F. No overtime is expected unless a procedure extends the time frame.

D. Other Duties:

Profession Development: Maintains Dental Assistant II CEUs and participates in other training related to developing supervisory and other skills related to dental and public health duties. Cross trains and is able to function as a dental office manager, as needed.

QI: Participates in Quality Improvement activities.

Other duties as assigned by the Dental Center Office Manager

II. A. DESCRIPTION OF RESPONSIBILITIES AND DUTIES: Method Used:

- Assure the dental operatory rooms and all items necessary to do the business of dental procedures to be operational during normal working hours.
- Present at the assigned work station, ready to meet the oral health need of all Dental Center patients and assuring patient and doctor's needs are being meet.
- Assists with responsibility for productivity in the dental center.
- Once trained and competent will provide any and all expanded duties as allowed by NC Board of Dental Examiners and approved by the Dentist and the Health Director.
- Supports patient care and flow by ensuring productivity for Dental Center patients.
- Works with the Dental Office Manager and assists with initiating, organizing and participating in activities, events, and community projects to promote the Dental Center to the citizens of Madison County, with the purpose of meeting and exceeding productivity and service goals.
- Participates in Quality Improvement activities.
- Other duties as assigned by the Dental Center Office Manager

II. B. OTHER POSITION CHARACTERISTICS:

1. Accuracy Required in Work:

A high degree of accuracy is necessary to avoid mistakes which could affect the well-being of the client.

2. Consequence of Error:

Error will generally not result in a life threatening situation; however, mistakes could lead to serious illness or consequences for the patients. Error must be kept to a minimum with immediate corrective action when one occurs.

3. Instructions Provided to Employee:

Each employee must be familiar with department policy and procedures, trained in OSHA regulations, as well as receive instructions on clinical protocols for dental programs. The employee will receive instruction in OSHA, blood borne pathogens, respiratory fit testing, fire and radiation safety, hazard communication, cultural diversity & health disparities and HIPPA annually. The employee will also receive bi-annual training for CPR/AED and First Aide.

4. Guides, Regulations, Policies and References Used by Employee:

The dental assistant is instructed on policies and procedures for dental clinic programs as well as health department programs. The dental assistant is guided by standing orders, public health laws and department policies.

6. Variety and Purpose of Personal Contacts:

Personal contacts may range from dental/health department co-workers to Madison County residents and health department/dental center clients to peers in other public agencies and medical facilities.

7. Physical Effort:

Dental assistant has limited demand for physical exertion. The ability to lift moderate amounts of weight is necessary.

8. Work Environment and Conditions:

The work environment is safely sheltered with a minimum amount of outdoor activity. Travel for the department during inclement weather would be at the employee's discretion.

9. Machines, Tools, Instruments, Equipment, and Materials Used:

Model Trimmer, slow speed hand piece, hand held dremel, digital x-ray, pans, autoclave, dental materials, handheld instruments, BP cuff/wrist cuff

10. Visual Attention, Mental Concentration, and Manipulative Skills:

Accurate vision is preferred. A high degree of mental concentration is necessary. Manual dexterity is an important skill.

11. Safety for Others:

The dental assistant should be free of communicable disease and observe universal precautions while at work as well as harmful behaviors which affect co-workers, dental clients and county residents

12. Dynamics of Work:

Ability to cooperate with co-workers; Ability to relate well with clients and dentists; Ability to follow health department/dental clinic policies and procedures.

III. A. KNOWLEDGES, SKILLS, & ABILITIES:

- Thorough knowledge of the principles, methods and techniques of dental procedures.
- Thorough knowledge of the use and care of equipment used in a dental clinic.
- Considerable knowledge of administrative standards.
- Ability to establish harmonious working relationships between the dental student and dental assistant and to supervise staff and students

B. 1. Required Minimum Training:

- Completion of a dental assistant program from an appropriately accredit institution
- One year of experience as a dental assistant
- **OR** High School or General Education Development diploma AND two years of experience as a dental assistant
- **OR** an equivalent combination of education and experience.

IV. License or Certification Required by Statute or Regulation:

High School diploma or GED certificate

Completion of accredited course in dental assisting preferred

Current CPR required

Dental Radiology