

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Health Care Technician	B	2	1	Non-Exempt
POSITION TITLE:	Dental Assistant		POSITION#:	500493
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	Date:	10/5/2020		
SERVICE TYPE:		NON-REP PROFESSIONAL		
Employee Name:		Department:	Dental Services	Supervisor: Dental Program Manager
FTE:	Less than .49	Employment Status:	ONCALL NON-BENEFITED	

Position Summary:

This position is responsible to assist dentists and dental hygienists in providing dental services in a variety of settings. This position also provides dental coordination for community-based outreach, screening, prevention, and oral health education services. Responsible to provide technical skills, clerical support, and assure efficient, high-quality services in community settings. Works with community, schools, and other service providers to deliver oral health services.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Dental Assisting Essential Duties: <ul style="list-style-type: none"> Assist hygienist and/or dentist performing four-handed dentistry. Prepare patient, treatment area, set up instrument trays and equipment, and prepare materials. Sterilize and assure instruments are available for treatment. Polish coronal surfaces of teeth as part of oral prophylaxis to remove stains if a licensed dentist or dental hygienist has determined the teeth are free of calculus. Take oral radiographs. Place pit and fissure sealants as prescribed by dentist or dental hygienist. Educate patients on oral hygiene and plaque control programs. Provide postoperative instructions prescribed by the dentist or dental hygienist. Record treatment information in patient records following services in compliance with Health Center policy and Board of Dentistry requirements. Handle protected health information (PHI) in compliance with HIPAA. Schedule clients, coordinate provider coverage, and arrange for translation for oral health services provided in the community setting. 	60%
2	MFA: Community Based Dental Service Provision & Coordination Essential Duties: <ul style="list-style-type: none"> Coordinate with partner sites and staff to schedule dates for dental services and assure adequate space and accommodations to effectively deliver the service. Screen and triage clients and determine urgency of the client's conditions to ensure timely treatment. Work with community staff to coordinate follow-up care referrals when needed. Coordinate equipment transport and set up portable units, instruments, and supplies for patient care. Assure efficient flow of dental services provided in community based settings. Maintain dental records according to record standards, HIPAA requirements, and Board of Dentistry standards. Complete program specific forms, and obtain accurate client demographics and information for billing and reporting. Provide oral health education to clients and parents. 	30%

	<ul style="list-style-type: none"> Work with dental team and community partners to coordinate and/or participate in oral health events provided in communities. 	
3	MFA: Dental Service Support Essential Duties: <ul style="list-style-type: none"> Maintain dental equipment; provide preventive maintenance for dental equipment under protocol and/or manufacturers recommendation, troubleshoot equipment malfunction, and coordinate equipment repair. Maintain dental supply inventory, order, and verify receipt of supplies. Assist in development and implementation of policies and procedures guiding delivery of services. 	10%
Percentages should total 100%		100%

Special Requirements:

EFDA Certification (Expanded Functions Dental Assistant /X-ray certification) including Pit and Fissure Sealant
Valid Oregon Driver's License
Current CPR for Rescue Provider card (or within 6 months of hire)
Working knowledge of MS Word, PPT, Excel, and Outlook

Physical Requirements:

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand, walk, move, talk, hear, and manipulate equipment, as well as lifting and moving objects, equipment and supplies. The employee must occasionally lift and/or move up to 25 pounds. Lifting up to 40-50 pounds may occasionally be required, depending on the specific style or type of care provided. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Working Conditions:

The employee works in well-lighted, clean environments. The noise level in the work environment is quiet to moderate. Constantly interacts with other people and may have to handle several responsibilities at once. **Check the following that applies to this position:** The employee may occasionally: ☒ work with angry or hostile clients or members of the public, ☒ work with toxic substances and biohazards, and ☒ exposure to infectious illnesses.

Emergency Preparedness:

Benton County is committed to emergency preparedness planning and implementation, and disaster recovery. In the case of a Health Department, County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities, depending on the circumstances. These responsibilities could include unscheduled temporary changes in work schedule and/or work duties, including evenings and weekends, work relocation, overtime, working with other community agencies such as the local Fire Department, hospitals, the Red Cross and other emergency responders. The ability to be flexible is critical in our overall response to the emergency or disaster. Under Emergency situations this position may be called in to work, supporting Administration in regular duties or other work as assigned. Per County personnel policy, this position may be included in the agency's essential personnel for emergency/disaster response.

Quality Improvement Participation:

Employees are expected to participate in improving BHS' performance, processes, and programs through quality improvement activities, use of the PDSA model and participating on QI teams as assigned.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____