

## TOOELE COUNTY JOB DESCRIPTION

**TITLE:** Dental Assistant  
**DIVISION:** Administration  
**DEPARTMENT:** Health  
**EEO CLASS:** Clerical  
**WORKERS COMP:** County

**CLASS CODE:**  
**EFF. DATE:** 10/16/2018(rev 6/22)  
**GRADE:** C  
**FLSA:** Non-Exempt.  
**CDL:** Not Required

### GENERAL PURPOSE

The dental assistant performs patient care and a full range of clinical and administrative duties with indirect supervision from the Dental Clinic Manager or the treating dentist. This position is responsible for expediting patient treatment and maintaining the clinical area. Works with the Dental Clinic Manager to ensure patient flow is consistent and efficient. Assist dentists with clinical procedures. Performs administrative duties under the direction of the Dental Clinic Manager.

### SUPERVISION RECEIVED

Works under the general supervision from the Dental Clinic Manager.

### SUPERVISION EXERCISED

None

### EXAMPLE OF DUTIES

- Prepares treatment room for patient by following prescribed procedures and protocols.
- Prepares patient for dental treatment by welcoming, comforting, seating, and draping patient.
- Provides information to patients and employees by answering questions and requests.
- Provides instrumentation by sterilizing and delivering instruments to treatment area; positioning instruments for dentist's access; suctioning; passing instruments.
- Helps dentist manage dental and medical emergencies by maintaining CPR certification, emergency drug and oxygen supply, and emergency telephone directory.
- Educates patients by giving oral hygiene, plaque control, and postoperative instructions.
- Maintains patient confidence and protects operations by keeping information confidential.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Protects patients and employees by adhering to infection-control policies and protocols.
- Ensures operation of dental equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains dental supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and orders for supplies in the absence of the Dental Clinic Manager.

- Conserves dental resources by using equipment and supplies as needed to accomplish job results.
- Contributes to team effort by accomplishing other duties as needed.
- Have patient sign appropriate release forms.
- Complete chart patient treatment before the patient leaves the chair.
- Escort each patient to the front desk upon completion of their treatment.
- Maintain and clean equipment in clinical area.
- Stock all workstations and set up for the next day prior to departing at the end of shift.
- Keep Supply Room organized, neat and clean.
- Make copies of release forms.
- Communicate with Dental Clinic Manager regarding appointments & emergencies

## FRONT DESK RESPONSIBILITIES

Specific duties include:

- Greeting patients.
- Determine patient eligibility as specified by clinic guidelines.
- Inputting patient treatment information, scanning documents and maintaining patient charts.
- Scheduling and confirming patient appointments.
- Answering the telephones.
- Keeping the waiting room clean and organized.
- Overseeing patient flow.
- Provide feedback on how to improve efficiency of patient flow.
- Cover the front desk and administrative duties in the absence of the Dental Clinic Manager

## MINIMUM QUALIFICATIONS

- A. Graduation from high school or GED equivalent with two (2) years of general work experience.

AND

- B. Certified Training in Dental Assisting with applied internship or hands-on experience including Dental Radiologic Procedure (X-Ray) Certification

Must have the ability to communicate effectively. Must have basic computer skills. Good organizational skills required. Spanish speaking ability preferred.

Ability to establish and maintain effective working relationships with employees, other agencies, and the public. Ability to follow written and verbal instructions. Ability to communicate effectively, verbally and in writing. Ability to deal with the public under conditions of stress and maintain composure and professionalism.

This position requires light physical effort. It may include frequent lifting of up to 10 pounds and occasional lifting up to 25 pounds. Some bending, stooping, and/or lifting will be required. Considerable standing and walking may be involved.

### Required Knowledge, Skills, and Abilities

- Knowledge of dental anatomy.
- Knowledge of dental terminology and administrative requirements for proper record keeping procedures to maintain patient dental health records, and patient scheduling.
- Knowledge of sterilization techniques sufficient to sterilize dental instruments and equipment.
- Knowledge of medical emergencies and vital signs measurement.
- Knowledge of instruments, materials, and standardized dental procedures.
- Knowledge of software programs.
- Skill and dexterity in manipulating a variety of instruments and equipment while performing dental assisting procedures.
- Skill in operating and adjusting dental radiographic equipment IAW accepted radiation safety standards and processing dental radiographs.
- Ability to evaluate diagnostic quality.

### Special Requirements

Valid Utah driver's license. May be on-call twenty-four (24) hours a day, seven (7) days a week.

Must maintain Dental and Radiological Certifications.

Must be willing to work on flexible shifts to cover normal clinic hours when other dental staff are absent.

### OTHER QUALIFICATIONS

Achieve a competent or higher rating overall in each performance evaluation, which measures the following:

- Thoroughness, planning and organization, neatness, and accuracy.
- Learning and knowing all phases of the job; recognizing and solving routine problems.
- Knowing the office policies, systems, and services.
- Compared to other employees, maintaining a competent volume of work in addition to regular tasks, and a competent speed of work.
- Being able to perform new duties, adjust to new situations, and control of self under pressure.
- Being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility.
- Making decisions; studying and considering all facts; using common sense.
- Cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means.
- Being friendly, helpful, and showing self-control.

- Being punctual in attendance.
- Being professional in dress and manner; showing good housekeeping of the general work area.

**New Employee Certification of Receipt of Position Description**

I certify that I have read and have received a copy of this position description and understand this is a description of the expected duties and responsibilities of my job with Tooele County.

Employee's Signature

Date

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
County Manager