

Classification Title: Dental Assistant

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Provides all front desk, chair side and dental assistant duties. Provides dental treatment to eligible clients.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Schedules appointments, verifies program eligibility and obtains insurance information for processing claims. Determines treatment charges and takes payments for services.
2	L	Takes and processes X-rays and mounts for dental assessment and/or diagnosis. Assists with all chairside activities such as mixing medications, cements, alloys and materials.
3	L	Maintains and sterilizes all equipment used by staff. Ensures sufficient supply of materials and equipment. Assists with clinic readiness.
4	S	Records dentist information on charts. Assists in providing post-visit instructions and educational information regarding general dental health.

CLASSIFICATION REQUIREMENTS:

CLASSIFICATION REQUIREMENTS	
Education	High school diploma or GED.
Experience	Six months of experience as a dental assistant.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	X-ray certification.
Reading	Intermediate
Math	Intermediate
Writing	Intermediate

CLASSIFICATION REQUIREMENTS	
Managerial	Receives immediate direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires regular contact with individuals and may require providing advice to others on specific issues and/or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Dental instruments, flashlight, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
X Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, masks, safety glasses, gown