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## **PUBLIC HEALTH DENTAL ASSISTANT**

**Division:** Knox Community Health Center  
**Immediate Supervisor:** Director of Operations  
**Bloodborne Pathogen Risk Classification:** 1  
**Fair Labor Standards Act (Exempt Status):** N/E  
**Salary Schedule Pay Grade:** 3

**Created: October 2006**  
**Reviewed: December 2015**

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As with any public sector employment, job descriptions, performance standards, and duties assigned are subject to change dependent on funding allocation and community expectations.

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### **Summary of Duties:**

1. Prepare Community Health Center dental patients for diagnosis and treatment by the Dentist, as well as assist Public Health Dentist during diagnosis and treatment of patients.
2. Conduct coronal polishing, and take and develop x-rays for Community Health Center patients when requested.
3. Monitor inventory of supplies for Community Health Center, assist in re-ordering, and ensure operatories are appropriately stocked with dental supplies at all times.
4. Utilize knowledge of appropriate referral systems and act as a facilitator to complete dental related client referrals.
5. Complete required documentation for patient charting complying with all appropriate policies and procedures, as required by the Department's HIPAA Privacy Standards and billing procedures.
6. Provide assistance in front desk functions, as appropriate, to include confirmation of dental appointments, filing charts, and scheduling appointments.
7. Operate office machines, computer equipment, and telephone system; as needed
8. Perform data-entry, maintain records, and properly document all interactions with patients; prepare reports as needed.
9. Maintain up-to-date recall lists for Community Health Center.
10. Work with the public; exhibiting courteous behavior, non-judgmental attitude and maintaining client confidentiality.

11. Performs all other duties as assigned.

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**Minimum Qualifications:**

Requires certification of graduation from high school or its equivalent.

Certification of Graduation from an accredited dental assistant school with Expanded Duties Certification preferred; to include coronal polisher is preferred.

**Essential/Non-Essential Functions:**

Demonstrates the ability to perform dental procedures professionally and in a non-judgmental manner maintaining biohazard precautions and compliance with OSHA Bloodborne Pathogen Standards.

Able to perform all required dental activities with skill, proficiency, and professionalism, applying general dental techniques and practices to include coronal polishing.

Capability to handle multiple assignments or tasks each day.

Ability to execute independent judgments; organize and prioritize multiple tasks and follow oral and written directions in detail.

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**Physical/Mental Attributes:**

Must be efficient and able to organize and prioritize multiple tasks. Works well independently and as a team member; handles assigned tasks with minimal supervision.

Must be able to walk, stand, and manipulate medical/dental instruments in completion of tasks. Must be able to write and operate a keyboard.

Must have a valid driver's license and be able to drive a vehicle.

Must be able to lift and carry equipment and supplies not to exceed twenty-five (25) pounds; and have the ability to perform duties requiring audio and visual senses.

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**Performance Standards:**

Performance will be measured in accordance with the Knox County Health Department approved evaluation tool and established work performance standards.

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Administrator Signature

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Signature Employee