



<b>Job Title</b>	Dental Assistant	<b>Job Code</b>	HS0411
<b>Pay Plan</b>	USPS	<b>Pay Grade</b>	14
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Non-Exempt
<b>Job Family</b>	Health Services/Denistry	<b>Union Code</b>	0

**Job Family & Subfamily Summary**

**Health Services Professionals** provide services related to the diagnosis and treatment of patients and medical support functions.

**Dental Assistants** provide diagnoses, preventative care, and treatment of disorders and diseases of the teeth and oral cavity.

**Job Summary**

Provides procedural assistance to licensed dental staff during examinations and treatment procedures.

**Representative Duties**

**1. Chair-Side Assistance**

- Assists licensed dental staff with examinations and treatment procedures
- Reviews, updates, and records medical history
- Performs various x-ray procedures as prescribed by providers

**2. Procedural Assistance**

- Cleans and sterilizes instruments, trays, and operatory
- Assists in mixing materials
- Takes and pours impressions
- Fabricates whitening trays, occlusal guards, and temporary crowns

**3. Patient Orientation and Treatment**

- Orients patient with treatment procedures, treatment plans, and changes in treatment
- Answers questions pertaining to treatment and post-op instructions
- Provides patient education

**4. Administrative Duties**

- Maintains safety logs, OSHA (Occupational Safety and Health Administration), MSDS (Material Safety Data Sheet) Logs, and inventory logs in accordance with AAAHC (American Association for Advanced Health Care) accreditation
- Acts as a liaison as necessary for AAAHC, COOP (Continuity of Operations Planning), and other Health Center functions
- Assists with transitions of health providers

**5. Clerical Duties**

- Schedules appointments, responds to dental benefit inquiries, answers phones, and performs various Front Desk duties
- Provides forms and records for Specialist referrals

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	High School Diploma or Equivalent	
<b>Certification(s)</b>		Dental Assistant
<b>Licensure(s)</b>		
<b>Work Experience</b>		
0+ years of relevant work experience		
<b>Additional Requirements</b>		

<b>Physical/Environmental Demands</b>
Standard office environment with no unique physical demands

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications needed of the job.**