

**ERIE COUNTY HEALTH DEPARTMENT**  
**JOB POSTING #2018-18**

*The Erie County Health Department is an Equal Opportunity Employer*

**POSITION:** Dental Assistant

**DIVISION:** Public Health Nursing

**SALARY:** Commensurate with experience

**WORKING HOURS:** Full Time (As Needed) 8:00 a.m. – 5:00 p.m. – Monday through Fridays, occasional weekend or evening hours.

**START DATE:** Immediate Opening

**POSTING DATE:** Monday, April 16, 2018

**CLOSING DATE:** Thursday, May 31, 2018 at 5:00 p.m.

**CONTACT PERSON:** Kathy Bango, Human Resources Office

**ESSENTIAL ELEMENTS:**

- Assists the dentist(s) and dental hygienist(s) in the direct provision of primary care dental services to patients.
- Places dental restorative materials into prepared tooth structures as indicated by his/her overseeing dentist. (The Dental Assistant – Extended Function MAY NOT prepare a tooth or remove decay as stated in Ohio Law.
- Sterilizes, prepares, and inventories dental instruments and supplies.
- Serves as chair-side assistant for the dentist(s) or dental hygienist(s).
- Provides clinical dental restorative services including amalgam and composite placement, sealant application and fluoride application consistent with accepted professional practices and standards and in compliance with applicable state law and the center's clinical protocols.
- Assists in the oral health management of all clinic patients.
- Prepares operatory for patient treatment as per dental protocols and the dentist or dental hygienist's directions.
- Disinfects and sterilizes operatory after patient treatment as per dental protocol and OSHA standard.
- Cleans, disinfects, packages, and sterilizes reusable instruments as per dental protocol and OSHA standard.
- Insures the sterility of reusable dental instruments and equipment in accordance with dental directive and protocol.
- Insures the proper disposal of all contaminated or potentially contaminated materials in accordance with dental directive, center policy, OSHA standard, as well as state federal regulation(s).
- Assists patients in resolving problems, answers questions, and gives directions to patients as authorized by the dentist or dental hygienist.
- Exposes and develops dental radiographs in accordance with state regulations and law as well as dental directive and protocol.
- Records routine patient transactions as they occur in patient's dental record accurately according to dental protocol.
- Assure that all dental radiographs and documents are properly and accurately completed and filed.
- Participated in the Dental Department Quality Improvement Program and serves on other committees as assigned.
- Performs independent procedures as delegated and directed by the dentist in accordance with state regulation and law and dental directive and protocol.

## **ESSENTIAL ELEMENTS** (continued)

- Maintains dental equipment in accordance with the manufacturer's direction and policy and protocol.
- Maintains all dental areas in compliance with dental directives and protocols as well as center policies and procedures relative to infection control, exposure control and safety issues.
- Maintains adequate operatory supplies and reports item shortages to Dental Clinic Coordinator for inventory control and ordering purposes.
- Pulls and files patient charts as necessary.
- Receives and places necessary telephone calls consistent with professional matters, clinic business and patient care.
- Assists with various clinical and administrative functions of the center as appropriate.
- Performs all functions in full compliance with the center's and the Dental Exposure Control Plan including but not limited to the use of Personal Protective Equipment and Universal Precautions.
- Participates in appropriate health promotion/disease prevention activities, both on-site and off-site as required.
- Performs other related and/or necessary tasks to achieve organizational and programmatic goals and objectives as directed by a supervisor.
- Responsible for personal compliance in full with all applicable federal, state, local and center rules, regulations, protocols and procedures. Including but not limited to the participation of a Dental Assistant in the provision of clinical dental care, as well as those relating to, but not limited to personnel issues, work place safety, public health and confidentiality.
- Follows all HIPAA provisions concerning confidential information.
- Participates in the Incident Command Structure according to the NIM system.
- Responds to incident management/emergency issues.
- Completes other special projects or duties as assigned.
- Responds to organizational goals, strategic priorities, and management by objectives (MBOs).

## **NON-ESSENTIAL ELEMENTS:**

- Travels when necessary to meet operational needs.
- Attends meetings as required.
- Communicates according to situational or organizational structure.
- Notifies supervisor of any treatment which may affect decision making.

## **MAJOR CHARACTERISTICS OF JOB PERFORMANCE:**

- Knowledge and understanding of Patient Centered Medical Homes (PCMH) and the Public Health Accreditation Board (PHAB) accreditation processes.
- Knowledge of Agency policies.
- Knowledge of the Nurse Practice Act.
- Understands the overall operations of the health department and the Ten Essential Public Health Services.
- Ability to learn, follow directions, and communicate.
- Comprehensive knowledge of all available services provided.
- Comprehensive knowledge of community resources, interviewing techniques, interpersonal communication strategies, and computer software.
- Communicate effectively in both written and verbal form.
- Skill in de-escalation skills, problem-solving skills and managing change and conflict.
- Manage time and deal with multiple priorities, problem solving, exercise sound judgment, define problems, collect data, establish facts and draw valid conclusions, make decisions, maintain information in confidential manner, listen well, maintain records and data, use the computer programs and communicate effectively including via the computer.
- Encourage staff to work towards their full potential and to provide excellent services to our patients and coworkers.
- Commitment to agency mission statement.

**MAJOR CHARACTERISTICS OF JOB PERFORMANCE: (continued)**

- Ability to develop trust and effective working relationships with staff members, individuals, families, and external and internal professionals.
- Strong information gathering/interviewing techniques.
- Ability to organize time and prioritize projects efficiently and effectively.
- Effective leadership abilities.

**MINIMUM QUALIFICATIONS FOR EMPLOYMENT:**

A high school diploma or GED is required. Completion of accredited course in dental assisting is required. Completion of accredited courses in Expanded Function Dental Assisting, required. Proficient in electronic records and new technology as applied to position. Must maintain a valid Ohio driver's license and current automobile liability insurance throughout employment.

Qualified applicants may apply by visiting the Erie County Health Department/Erie County Community Health Center's website, [www.eriecohealthiohio.com](http://www.eriecohealthiohio.com), where employment applications and current job postings are available for viewing and completion. A completed Erie County Health Department/ Erie County Community Health Center employment application must be submitted to the Human Resources Department prior to 5:00 p.m. on May 31, 2018. EOE/AA/ADA

**Physical Requirements include at least:**

<b>Total Hours:</b>	<b>One Time:</b>	<b>Eight-Hour Day:</b>
Sit	3.0 Hours	2.0 Hours
Stand	1.0 Hours	5.0 Hours
Walk	0.5 Hour	1.0 Hour
<b>Amount:</b>		
Less than 5 lbs.	Constant	Constant
6 – 10 lbs.	Constant	Constant
11-20 lbs.	Frequent	Frequent
21-25 lbs.	Frequent	Frequent
26-50 lbs	Frequent	Frequent
More than 50 lbs.	Frequent	Frequent
<i>Bend:</i> Frequent	<i>Squatting:</i> Frequent	
<i>Crawling:</i> Occasional	<i>Climbing:</i> Frequent	
<i>Reaching:</i> Frequent	<i>Move fingers/limbs easily:</i> Frequent	
<b>Work Conditions</b>		
Unprotected heights		No
Being around moving machinery		Yes
Exposure to marked changes in temperature and humidity		Yes
Driving automotive equipment		Yes
Exposure to dust, fumes and gases		Yes
<b>Use Hands in Repetitive Action Such As:</b>		
Simple Grasp: Right: Yes	Left: Yes	
Push/Pull Arm Controls: Right: Yes	Left: Yes	
Fine Manipulation: Right: Yes	Left: Yes	
<b>Use Feet in Repetitive Movement of Leg Controls:</b>		
Right: Yes	Left: Yes	Both: Yes

Approved for Content & Posting: 

Date 04-13-18