

Erie County Health Department
Erie County Community Health Center
Job Posting #2021-15
Equal Opportunity Employer

Position: Dental Assistant

Division:

Contact Person: Kathy Bango, Human Resources Office

Salary: Commensurate with experience (Pay Range: \$16.00 - \$23.00)

Start Date: Immediate Opening

Working Hours: Full Time & Part Time 8:00 a.m. – 5:00 p.m., Monday through Friday - Evenings, weekends, & holidays may be required.
Based on Agency need.

Posting Opens: Monday, January 4, 2021

Posting Closes: Wednesday, June 30, 2021 or until filled

Qualifications

- A high school diploma or GED is required.
- Completion of accredited course in dental assisting is preferred.
- 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.

Essential Functions

- Assists the dentist(s) and dental hygienist(s) in the direct provision of primary care dental services to patients.
- Sterilizes, prepares, and inventories dental instruments and supplies.
- Assists patients in resolving minor difficulties, answering their questions, and giving directions to patients as authorized by the dentist or dental hygienist.
- Serves as dentist's or dental hygienist's chair-side assistant.
- Prepares operatory for patient treatment as per dental protocols and the dentist's or dental hygienist's directions.
- Exposes and develops dental radiographs in accordance with state regulations and law as well as dental directive and protocol.
- Performs independent procedures as delegated and directed by the dentist in accordance with state regulation and law and dental directive and protocol.
- Maintains dental equipment in accordance with manufacturer's directions and dental 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 compiles a list of individual item shortages for inventory control and ordering purposes.
- Maintains a list of all dental patients, monitors patient flow, and assist the dentist(s) and dental hygienist(s) in assuring that all patient records and documents are properly and accurately completed and filed.
- Assists with pulling and filing patient charts as required.
- 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 and time permits.
- Insures the sterility of all 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 as well as state and federal regulation(s).
- 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 supervision.

- Updates Agency Strategic Plan, Workforce Development Plan, Quality Improvement Plan and Performance Management Plan as necessary on a monthly basis.
- 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).
- 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.

Special Requirements

- Knowledge and understanding of the Patient Centered Medical Homes (PCMH) and Public Health Accreditation Board (PHA) accreditation processes.
- Knowledge of Agency policies.
- Knowledge of Dental 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 at community resources, interviewing techniques, interpersonal communication strategies, and computer software.
- Communicate effectively in both written and verbal form.
- Manage multiple priorities.
- Ability to manage time and deal with multiple priorities, problem solving, exercise sound judgment, define problems, collect and 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.
- Ability to encourage staff to work towards their full potential and to provide excellent services to our patients and coworkers.
- Commitment to agency mission statement.
- 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.

Equipment Used

Including, but not limited to computer, fax, copier, scanner, calculator, multi-line telephone, cell phone, camera, video recorder, public health and medical equipment and supplies related to duties, and personal vehicle.

Bloodborne Pathogen Risk Code: None Low Medium High

Qualified Applicants

Qualified applicants may apply to the Human Resources Office at the Erie County Health Department/Erie County Community Health Center located at 420 Superior Street; Sandusky, Ohio 44870 or visit www.ecghd.org where current job postings can be viewed and an application is available to download. A completed Erie County Health Department employment application must be date/time stamped in the Human Resources Office prior to 5:00 p.m. on June 30, 2021 or until filled. EOE/AA/ADA

Approved for Content & Posting Peter J Schade MPH ES pf Date 1/04/2021
Erie County Health Commissioner