

CLASSIFICATION GRID: 9

BENCHMARK TITLE: DENTAL ASSISTANT

BENCHMARK NUMBER: 83101

JOB FAMILY: HEALTH SERVICES

SCOPE AND LEVEL DEFINITION

Provides chairside assistance to dentists, performs dental procedures, and performs related administrative support duties. Cleans and sterilizes dental equipment and instruments.

TYPICAL FUNCTIONS AND RESPONSIBILITIES

1. Provides chairside assistance to dentists, such as preparing and setting up instruments, equipment, and supplies, passing instruments to dentist, assisting dentist with applications and suctions, inserting and removing rubber dams and clamps, preparing restorative bases and filling materials, and setting up, taking, and developing dental x-rays.
2. Assists in preparation for patient appointments by performing duties such as obtaining patient and x-ray files, positioning patients for dental work, and providing instructions related to dental work procedures, post-operative care, and oral hygiene. Answers related questions.
3. Performs administrative support duties such as gathering required client information such as dental histories and financial assistance requirements, completing documentation required for admission, scheduling and confirming clients for programs/services, establishing and maintaining waitlists, entering data into computerized programs, compiling screening statistics, and responding to inquiries.
4. Cleans and sterilizes dental equipment and instruments.
5. Monitors supply and equipment inventories, identifies requirements, prepares and processes order requisitions, and maintains related records. Receives and checks orders, verifies accuracy of invoices, stocks shelves, and distributes clinic supplies as needed. Follows up to obtain information and resolve discrepancies as required. Refers complex problems to supervisor.
6. Performs other related duties as assigned.

QUALIFICATIONS

Typical Education, Training, and Experience

- Grade 12
- Certification in Radiography
- Recent, related experience of one year
Or an equivalent combination of education, training, and experience
Or other Qualifications determined to be reasonable and relevant to the level of work

Typical Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Ability to deal with others effectively
- Physical ability to carry out the duties of the position
- Ability to operate related equipment
- Ability to organize and prioritize
- Knowledge of materials, techniques and instruments used by dentists as related to chairside dental assisting