Office of Human Resources
Dental Assistant - CO2642
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General Statement of Duties
Provides paraprofessional dental work assisting dentists in the care and treatment of dental patients.

Distinguishing Characteristics
This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

Guidelines, Difficulty and Decision-Making Level
Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received & Quality Review
Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communication & Purpose
Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised
None

Essential Duties
Provides chair side assistance to dentists in the examination and treatment of pedodontics, periodontics, endodontics, prosthetics, oral surgery and other procedures.

Obtains and records medical and dental history. Reviews charts and treatment plans, selects appropriate instruments, materials, and medications, arranges in order of use on chairside tray, and prepares dental work area prior to each appointment in accordance with the scheduled treatment.

Seats, drapes, and positions patients. Provides chair side assistance by passing instruments to dentist, preparing materials for restorative procedures, and keeping oral operative areas clean during dental procedures.

Positions patients and takes and processed X-rays. Instructs patients in the need and desirability of comprehensive dental care and relays surgical post operative instructions.

Assists dentist in performing suture removal, applying topical fluorides, applying rubber dams, and other chair side assistance procedures.
May instruct patients in dental post operative care and need for comprehensive dental care.

Assists in the maintenance of supplies and equipment and sterilization of instruments.

Maintains established departmental policies and procedures, quality improvement, safety, environmental and infection control standards.

Cooperates with other personnel to achieve departmental and interdepartmental objectives and maintain good employee relations.

Attends meetings as required.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

**Customer Service** – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

**Information Management** - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

**Oral Communication** - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Technical Competence** - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

## Knowledge & Skills

None

## Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

## Experience Requirement

One (1) year of experience provides chair side assistance to a dentist in the examination and treatment of patients.

## Education & Experience Equivalency

Certification as a Dental Assistant may be substituted for the one-year of experience.

## Licensure & Certification

Possession of a certification to take dental x-rays by the end of the probationary period.

Licenses and certifications must be kept current as a condition of employment.
**Working Environment**

Wet: frequent contact with water or other liquid.  
Noise: sufficient noise to cause distraction or possible hearing loss.  
Hazards: conditions where there is danger to life, body, and/or health.  
Atmospheric Conditions: conditions that affect the skin or respiratory system.

**Level of Physical Demand**

2-Light (10-20 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

- Carrying: Transporting an object, usually by hand, arm or shoulder
- Eye/Hand/Foot Coordination: Performing work through using two or more
- Fingering: Picking, pinching or otherwise working with fingers
- Handling: Seizing, holding, grasping or otherwise working with hand(s)
- Hearing: Perceiving the nature of sounds by the ear
- Reaching: Extending the hand(s) and arm(s) in any direction
- Repetitive Motions: Making frequent movements with a part of the body
- Stooping: bending the body by bending the spine at the waist
- Talking: Expressing or exchanging ideas by means of spoken words.
- Lifting: raising or lowering objects weighing no more than 20 pounds, from one level to another.

**Background Check Requirement**

Criminal Check  
Employment Verification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

Pay Grade: O-605  
FLSA Code: N  
Management Level: 10  
Established Date: 9/21/2018  
Established By: Lori Schumann  
Revised Date:  
Revised By:  
Class History: