



Office of Human Resources  
Dental Assistant - CO2642  
THIS IS A PUBLIC DOCUMENT

### General Statement of Duties

Provides professional support 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.

### 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

### Level of Supervision Exercised

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 or moving an object.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 20 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

### Background Check Requirement

Criminal Check

Employment Verification

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade: O-605**

**FLSA Code: N**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**