

**INGHAM COUNTY  
JOB DESCRIPTION**

**DENTAL ASSISTANT**

**General Summary :**

Assists in the examination of patients and the delivery of needed dental treatment in a clinic setting. Provides chair side assistance, prepares restorative materials and medications, sterilizes dental instruments, takes and develops x-rays and performs other functions to assist the dentist.

**Essential Functions :**

1. Greets patients, reviews medical and dental history, and prepares them for dental treatment. Evaluates patient behavior and participates in the behavioral management of patients to alleviate their anxiety or fears. May include giving basic explanation of procedures.
2. Arranges dental instruments, assembles dental instruments, materials, and medications on chair side tray in order of use. Provides post-operative instructions to patient and/or parent as prescribed by the dentist.
3. Sterilizes instruments and keeps other equipment and surfaces disinfected using autoclave, ultrasonic cleaner, or chemical solutions. Practices required sterile techniques and ensures sanitary storage of supplies and equipment. Sends sterilized strips from autoclaves to companies for testing to ensure that autoclaves are working properly.
4. Assists dentist chair side for restorative and surgical procedures by preparing, passing, and receiving appropriate dental instruments, restorative materials, amalgams, dental cements, and temporary sedative fillings in the prescribed fashion.
5. Prepares material and impression trays used to construct models of a patient's mouth which is needed to manufacture appliances or dentures.
6. Keeps oral environment visible during dental procedures by use of high volume evacuation, air, water spray, rubber dams, or other devices. Assists dentist/hygienist in a manner as to optimize the safety of the patient, hygienist, or dentist in the course of patient treatment.
7. Takes and develops dental radiographs, following radiation safety protocols.
8. Disposes of waste materials from dental procedures including dental sharps, extracted teeth, blood soaked gauze, cotton rolls, and other disposable supplies according to OSHA guidelines and infection control.
9. Instructs patients and parents on proper oral hygiene and other dental issues.

10. Assists in staffing outreach activities related to dental health. Distributes promotional materials, makes presentations, and gives tours to interested groups.
11. Cleans, and disinfects as necessary, the general service area. Inventories, orders, and stores service materials.
12. Prepares bills for services provided and forwards them to the accounting office and performs other support tasks associated with the work.

**Other Functions :**

13. During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

*(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified)*

**Employment Qualifications :**

**Education:** High school graduation or equivalent. Completion of a Dental Assistants' Training Program leading to a certificate in dental assisting.

**Experience:** Six months of experience as a Dental Assistant.

**Other Requirements:** Must be certified, or be able to become certified, in monitoring and assisting in the administration of Nitrous anesthesia. Must be certified in dental radiographs (x-rays). **Must provide copies of certifications.**

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)*

**Physical Requirements :**

Ability to push and pull the dental unit, weighing 25 lbs.

Ability to perform physical movements specific to dental assisting, including the precise passing of instruments, materials, and medications.

Ability to deal with the visual restraints of working in the oral cavity.

Ability to restrain and manage uncooperative patients.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements)*

**Working Conditions:**

Ability to work in an area with high noise levels caused by dental equipment.  
Exposure to chemicals found in dental materials and products, such as acids and disinfectants.  
Exposure to biological hazards such as blood borne pathogens, infectious diseases, contaminated wastes, saliva, and radiation.



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