

# Cascade County

## Job Vacancy Announcement

<b>Position: Dental Assistant</b>	<b>Closing Date: Open Until Filled</b>
<b>County Department: Community Health Care Center (CHCC)</b>	<b>Dept. Admin.: John Maher</b>
<b>Type of Position: Full - time</b>	<b>Salary: \$12.39-\$13.23 per hour DOE Must join MPEA Union</b>
<b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.</b>	

### POSITION DESCRIPTION

The dental assistant's duties will primarily be in the clinic; will be required to perform all or only part of the following duties: dental assessments, including visual and tactile examination of patient's mouth; handle assessment equipment such as dental tools and overhead lights; assist dentist with procedures; obtain laboratory specimens; develop and view x-rays; comply with state law/regulations; maintain inventory, order supplies, and stock rooms in dental clinic; prepare treatment rooms between patients, sterilize and disinfect instruments and equipment; place barriers, set up appropriate instruments and dental materials; take/display patient digital/standard radiographs; assist with obtaining patient history; perform radiography within established parameters; remove sutures, apply topical anesthetic to gums or cavity-preventative agents to teeth, remove excess cement and place rubber dams; assist dentist with patient care including operative, endodontic, preventive, oral surgery, etc.; fabricate provisional crowns; assist with patient education, post treatment instructions; follow universal precautions and blood borne pathogen exposure control policies and procedures; handle, package, and sterilize dental instruments; performs basic QA procedures on sterilization equipment; follow CCHD/CHCC operating policies and procedures; assist with front office duties (e.g. taking phone messages, confirming and making appointments, scanning documents); other related duties as assigned.

### JOB REQUIREMENTS

**Knowledge and understanding of:** Principles and practices of oral health and prevention; dental terminology; dental practice equipment and instruments; dental clinic procedures and assisting with such; infection control/blood borne pathogen exposure control measures; dental patient education; dental patient records and basic charting; computer skills/electronic health record/dental software programs; HIPAA rules and regulations; answering phones using proper phone etiquette; taking messages, scheduling patients electronically and sending out written correspondence.

**Ability to:** Work with grace under pressure; set priorities; relate with patients of all socioeconomic backgrounds and income levels; work flexible work schedule if needed; maintain accurate, timely logs and records; adhere to confidentiality of clients' records; maintain adequate supply of dental supplies; prepare and submit accurate and timely reports; deal tactfully and courteously with the public; use a telephone; observe work hours and demonstrate punctuality; establish and maintain effective working relationships with fellow employees, supervisors, and the public; set priorities; read written material; practice good public relations in support of the Cascade City-County Health Department and its functions; work collaboratively with superiors and co-workers; observe established lines of authority and maintain effective communication with superiors and co-workers; identify problems which adversely affect the organization and its functions and offer suggestions for improvement.

### EDUCATION AND EXPERIENCE

The above knowledge and abilities are typically acquired through a combination of education and experience. At a minimum, all qualified applicants **MUST HAVE current Montana Certification in Dental Radiography (attach copy of certificate). One (1) year clinical experience as a dental assistant preferred.** New graduates encouraged to apply.

*The successful applicant must serve a 6 month probation period, join the Teamsters Union, and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.*

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER