

Job Classification Specification

Jobcode Data

Effective Date Job Code 098642 Status A Reg/Temp Preferred

Description DENTAL ASSISTANT 2

Minimum Salary Range \$2555.00 Maximum Salary Range \$3832.00

Job Classification Specification

Effective Date 02/10/2025

SUMMARY

Under direct supervision of a licensed Dentist, performs procedures designated under the scope of practice for a registered dental assistant to include certification for exposing and developing radiographs. This is the second level class in the Dental Assistant sub-series. An employee in this class works as a chair side assistant during examination and treatment of patients and can expose and develop radiographs. This class differs from Dental Assistant 1 in that an incumbent of the latter performs duties that do not require certification for exposing and developing radiographs. This series differs from the Dental Assistant 3 in that an incumbent of the latter works as a chair side assistant during examination and treatment of patients and can expose and develop radiographs, perform coronal polishing, sealant application, and nitrous oxide monitoring.

RESPONSIBILITIES

1. Prepares patients and operatories for dental procedures; performs four handed chair side assisting; and provides appropriate post treatment care and education for patients.
2. Schedules appointments, answers telephone, and organizes daily schedule.
3. Reviews medical history; records patient dental conditions and treatments; and maintains chart, records and reports.
4. Exposes and prepares x-rays for review. Meets infection control and safety guidelines.
5. Compiles information from patients, parents, guardians and family members in regards to patients health and dental needs. Compiles information from community resources concerning school transport programs and school-based referrals.
6. Provides patient education in proper oral hygiene procedures. Coordinates and develops opportunities for community outreach and oral health activities.
7. Communicates with people outside the organization, representing the organization to customers, the public, government, and other external sources.
8. Ensures compliance with federal, state and Tennessee Department of Health guidelines; inspects materials to ensure compliance with expiration dates; and maintains current dental license and certification.

QUALIFICATIONS

Education and Experience: Possession of current registration as a dental assistant in the State of Tennessee with Dental Radiology Certification.

Necessary Special Qualifications: Applicants for this class must have:

1. Valid Driver's License.

COMPETENCIES

Competencies:

1. Action Oriented
2. Manages Conflict
3. Interpersonal Savvy
4. Decision Quality
5. Instills Trust

Knowledge:

1. Dental Practices & Procedures
2. Customer and Personal Service
3. Clerical

Skills:

1. Active Learning and Listening
2. Critical Thinking
3. Time Management
4. Service Orientation
5. Reading Comprehension

Abilities:

1. Deductive Reasoning
2. Rate Control
3. Problem Sensitivity
4. Control Precision
5. Multilimb Coordination

TOOLS & EQUIPMENT

1. All Office Equipment (computer, fax, copier, scanner, telephone, calculator, etc.)
2. Sterilization Equipment (Autoclave)

3. Dental Instrumentation
4. Dental Hand Pieces and Accessories
5. Standard Dental Equipment