



Health Care Job Function

Dental Assistant I

Grade 51

Summary

Assists dentists with a range of dental assistant duties in all aspects of dental care delivery.

Typical Duties

1. Assists dentist in all phases of dental care.
2. May assist more than one dentist concurrently.
3. Takes, develops, and mounts x-rays.
4. Sets up and sterilizes exam rooms and equipment, in accordance with universal safety precautions and other safety standards.
5. May order and stock supplies and maintain equipment.
6. May instruct patients in proper oral health techniques.
7. Answers inquiries from patients (faculty, students, and staff) related to clinic administrative functions, and schedules appointments.
8. May maintain and prepare dental records and reports.
9. Performs related duties as required.

Typical Requirements

Education: Completion of a certified dental assistant training program required.

Skills and Experience: One or more years of clinical experience as a dental assistant preferred.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.