



Health Care Job Function

Dental Assistant II

Grade 52

Summary

Assists dentists in all aspects of dental care delivery, including advanced or specialized dental assistant duties.

Typical Duties

1. Assists dentist in all phases of dental care, based on detailed knowledge of different dentists' techniques and preferences.
2. May assist with specialized dentistry, such as orthodontia, periodontia, surgery or prosthetics.
3. May assist more than one dentist concurrently.
4. Takes, develops, and mounts x-rays. May perform complex or specialized radiography.
5. Sets up and sterilizes exam rooms and equipment, in accordance with universal safety precautions and other safety standards.
6. May order and stock supplies and maintain equipment.
7. May instruct patients in proper oral health techniques.
8. Answers inquiries from patients (faculty, students, and staff) related to clinic administrative functions, and schedules appointments.
9. May perform initial assessment or triage incoming patients.
10. May assist in training new dental assistants.
11. May maintain and prepare dental records and reports.
12. Performs related duties as required.

Typical Requirements

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

Skills and Experience: Three 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.