



Health Care Job Function

Dental Assistant III

Grade 53

Summary

Performs a wide range of highly skilled dental assistant duties. Assists dentists in all aspects of dental care delivery, including advanced or specialized dentistry. Works independently with minimal supervision.

Typical Duties

1. Assists with all eight fields of specialized dentistry.
2. Assists dentist in all phases of dental care, based on detailed knowledge of different dentists' techniques and preferences. May assist more than one dentist concurrently or work with one dentist exclusively. May be required to rotate seamlessly between specialties/faculty if need arises.
3. Serves as principal contact and source of information for dentists, students, staff, faculty and external customers.
4. Takes, develops, and mounts x-rays. Performs complex or specialized radiography.
5. Sets up and sterilizes exam rooms and equipment, in accordance with universal safety precautions and other safety standards.
6. Orders and stocks supplies and maintains equipment.
7. Instructs patients in proper oral health techniques.
8. Answers inquiries from patients (faculty, students, and staff) related to clinic administrative functions (for example: patient digital charting, etc.); schedules appointments.
9. May perform initial assessment or triage incoming patients.
10. Maintains and prepares dental records and reports.
11. Assists in training new dental assistants.
12. Assists in faculty demonstrations, showing equipment and/or explaining systems and methods to dental students; may follow up with further information or tutorials with students.
13. May assist with pediatric and/or patients with special needs.
14. Performs related duties as required.

Typical Requirements

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

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

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.