 **Dental Assistant II Standard Job Description**

**Classification Title:** Dental Assistant II

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 6

**Minimum Pay:**

|  |  |
| --- | --- |
| Location | Minimum Pay |
| Dallas / Ft. Worth | $19.56 |

**Job Description Summary:**

The Dental Assistant II, under general supervision, provides chair side assistance and routine care during dental procedures. Utilizes dental materials and instruments and maintains material inventory levels.

**Essential Duties and Tasks:**

**80% Direct Patient Care**

* Assists with performing indirect patient care procedures to include preparing the patient and treatment room for the specific type of appointment.
* Assists with responding to student and patient inquiries regarding clinical policies and dental procedures not requiring the advice of a dentist.
* Assists with providing direct chairside assistance to graduate students during the examination and treatment of patients.
* Assists with utilizing four handed dentistry procedures and anticipates and performs suction and retraction needs without interfering with the vision or access of the student.
* Assists with the monitoring of sedated patients.

**10% Environmental Health Standards**

* Performs disinfection/sterilization of the operatory, instruments, and equipment, according to OSHA and local policy and procedure.
* Utilizes recommended infection control procedures at all times.
* Assists with utilizing dental materials and instruments for procedures and ensures the setups are appropriate for the dental procedure performed.

**10% Medical Imaging**

* Assists with providing radiographic services and assist with oral photography.
* Assists with operating dental radiographs equipment to take intra oral radiographs.
* Assist in obtaining pre-treatment and post insertion photographic records to include retraction and mirror positioning.
* Prepare, mix, and assist in the use of the various materials, following manufacturer guidelines or the instructions of the dentist.
* Performs other duties as assigned.

**Qualifications:**

**Required Education:**

* High school diploma or equivalent combination of education and experience.

**Required Experience:**

* Two years of experience performing dental assistant duties.

**Required Licenses and Certifications:**

* CPR certified.
* Registered Dental Assistant.

**Preferred Qualifications:**

* Graduation from a dental assisting program or dental assisting certificate.

**Required Knowledge, Skills, and Abilities:**

* Knowledge of the instruments, materials, and standardized dental procedures used in dental care.
* Knowledge of infectious control policies, aseptic techniques, supplies, and equipment.
* Knowledge of dental radiographic equipment operation.
* Ability to multitask and work cooperatively with others.
* Strong verbal and written communication skills.
* Effective listening and organizational skills.
* Ability to explain procedures and policies and follow verbal and written instructions, guidelines, and objectives.
* Advanced knowledge of dental terminology.

**Additional Information:**

**Machines or equipment used in the performance of essential duties:**

* Computer
* Telephone
* Dental Equipment/Tools

**Physical Requirements:**

* Ability to lift and move medium weight objects.
* Ability to walk long distances and push a patient in a wheelchair.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**