

CLASSIFICATION GRID: 19

BENCHMARK TITLE: CERTIFIED DENTAL ASSISTANT

BENCHMARK NUMBER: 83102

JOB FAMILY: HEALTH SERVICES

SCOPE AND LEVEL DEFINITION

Provides dental health information, health promotion, and dental screenings for individuals, classrooms, and groups in a community setting. May perform procedures such as setting up, taking, and developing x-rays, polishing teeth, and applying fluoride treatments and fissure sealant.

TYPICAL FUNCTIONS AND RESPONSIBILITIES

1. Provides dental health education and health promotion to individuals, classrooms, and groups in community settings by performing duties such as developing educational content of lesson plans, liaising with school personnel to schedule sessions, organizing work schedules for school and community programs, delivering lessons and demonstrations, and dispensing preventative material such as fluoride mouth rinses and fluoride tablets.
2. Conducts cursory dental screenings in community settings such as elementary school classrooms, determines client eligibility and appropriateness for programs/services, and refers to other programs/services as required.
3. Follows up on client treatment requirements by performing duties such as assessing urgency, providing information to clients to assist in attaining subsidy assistance, advocating for clients to obtain dental treatment, and liaising with school staff, public health nurses, dentists, nutritionists, and the MSP to further the education and prevention of dental disease.
4. Provides chairside assistance to dentists, such as preparing and setting up instruments, equipment, and supplies, passing instruments to dentist, assisting dentist with applications and suctions, inserting and removing rubber dams and clamps, preparing restorative bases and filling materials, and setting up, taking, and developing dental x-rays.
5. Performs administrative support duties such as gathering required client information such as dental histories and financial assistance requirements, completing documentation required for admission, scheduling and confirming clients for programs/services, establishing and maintaining waitlists, entering data into computerized programs, compiling screening statistics, and responding to inquiries.
6. Cleans and sterilizes dental equipment and instruments.
7. Monitors supply and equipment inventories, identifies requirements, prepares and processes order requisitions, and maintains related records. Receives and checks orders, verifies accuracy of invoices, stocks shelves, and distributes clinic supplies as needed. Follows up to obtain information and resolve discrepancies as required. Refers complex problems to supervisor.
8. Performs other related duties as assigned.

QUALIFICATIONS

Typical Education, Training, and Experience

- Grade 12
- Certified Dental Assistant Certificate
- Registration and licensure as a Certified Dental Assistant
- Class V BC Driver's License
- Recent, related experience of one year
Or an equivalent combination of education, training, and experience
Or other Qualifications determined to be reasonable and relevant to the level of work

Typical Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Ability to deal with others effectively
- Physical ability to carry out the duties of the position
- Ability to operate related equipment
- Ability to plan, organize, and prioritize
- Leadership and classroom management skills
- Ability to work with children
- Knowledge of techniques and standards of preventive and restorative clinical practice