

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## DENTAL ASSISTANT

<b>JOB CODE: 37200</b>	<b>PAY GRADE: 10</b>	<b>PAY RANGE: \$37,733 - \$60,374</b>
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### GENERAL DESCRIPTION

Under the general supervision of the Dental Supervisor, this position assists the Dentist during examination and treatment of inmates in a correctional setting, to include the performance of expanded duties as defined in FS Chapter 466. Position also addresses inmate's dental complaints, schedules appointments, etc. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Order, receive, organize, and monitor dental supplies and equipment; maintain an inventory of all capital and other items used in the dental area;
- Maintain perpetual inventory of dental instruments and sharps; conduct counts and account for all items subject to abuse;
- Triage dental requests (82's) for acuity; assess patient's dental complaints, and schedule appointments for the dentist based on established priority-based criteria;
- Position and expose dental radiographs; serve as a chair-side assistant to Dentists as needed;
- Document all encounters in the health record in a clear, concise manner; complete Medication Administration Records and administer medications as ordered by the dentist; obtain refusals from inmates as required;
- Maintain autoclave and dental equipment according to specifications; monitor and ensure compliance of sterilization equipment by completing spore tests and maintaining documentation of results;
- Sterilize all instruments for dental and medical; sanitize the dental chairs and surrounding areas between patients as required; maintain a clean, hygienic environment;
- Obtain proper authorization and documentation; contact vendor(s) necessary to assure all capital equipment repairs are completed in a timely manner;
- Participate in Quality Improvement activities as requested;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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Regular and reliable attendance is required as an essential function of the position.

This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## **QUALIFICATIONS**

- High school graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education, pursuant to Section 1005.02(7), F.S.
- Successful completion of an expanded duty course or program, in accordance with FAC 64B5-16.002, which meets one of the following requirements:
  - The course or program is administered or was developed as part of the regular curriculum at a school of dentistry, dental hygiene, or dental assisting accredited by the American Dental Association's Commission on Dental Accreditation or any other nationally recognized accrediting agency;
  - The course or program has been approved by the Board for the purpose of providing expanded-duties training for dental assistants
- Maintain appropriate, unrestricted credentials according to the licensure, certification, and registration requirements of the jurisdiction
- Valid CPR – BLS or ACLS Certification
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to work independently on complex and confidential tasks and to maintain medical confidentiality and security of health records and medical information
- Ability to interact and communicate effectively and courteously with co-workers, inmates, other agencies and the public
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 5 hours per day
- Stand up 1 hour per day
- Walk up 2 hours per day
- Continuously lift up to 10 lbs.
- Occasionally lift up to 50 lbs.
- Occasionally bend, reach, or twist
- Occasionally squat or kneel