

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



DENTAL ASSISTANT

JOB CODE: 37200	PAY GRADE: 10	PAY RANGE: \$37,733 - \$60,374
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GENERAL DESCRIPTION

Under the general direction 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

- Orders, receives, organizes, and monitors dental supplies and equipment; maintains an inventory of all capital and other items used in the dental area
- Maintains perpetual inventory of dental instruments and sharps; conducts counts and accounts for all items subject to abuse
- Triage dental requests (82's) for acuity; assesses patient's dental complaints, and schedules appointments for the dentist based on established priority-based criteria
- Positions and exposes dental radiographs; serves as a chair-side assistant to Dentists as needed
- Documents all encounters in the health record in a clear, concise manner; completes Medication Administration Records and administers medications as ordered by the dentist; obtains refusals from inmates as required
- Maintains autoclave and dental equipment according to specifications; monitors and ensures compliance of sterilization equipment by completing spore tests and maintaining documentation of results
- Sterilizes all instruments for dental and medical; sanitizes the dental chairs and surrounding areas between patients as required; maintains a clean, hygienic environment
- Obtains proper authorization and documentation; contacts vendor(s) necessary to assure all capital equipment repairs are completed in a timely manner
- Participates in Quality Improvement activities as requested
- 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 report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed

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- 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. Department of Education or licensed as a degree granting institution by the Commission for Independent Education
- 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, squat, reach and twist