



JOB INFORMATION

Job Code:	191107
Job Title:	Dental Dispensary Aide
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Dental Laboratory
Job Family Group:	Dentistry
Management Level:	7 Individual Contributor

JOB SUMMARY

Assists in the operation and maintenance of one or more dispensaries. Prepackages and distributes dental materials and equipment to dental students, hygiene students, and faculty. Orders supplies and stocks shelves to ensure continuity of items for dispensary operation. Maintains accurate account on the computer of items scanned out and in from the dispensaries. Reviews and arranges supplies for pre-clinical classes, as needed. Maintains dispensaries as a clean and organized unit.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		High school or equivalent	
	X		

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		<1 year	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Service oriented and ability to interact effectively with faculty, staff and students. Requires knowledge of computer operations.
X		Some experience in dental assisting.
X		Health Insurance Portability and Accountability Act (HIPPA) training, Bloodborne Pathogens (BBP) training, Axium training, and Payment Card Industry (PCI) training.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X		BLS/CPR	

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Controls distribution of clinical equipment. Signs and/or scans equipment in and out of the computer. Notifies the appropriate students and/or doctors regarding items that have not been returned.				
Maintains, prepares and dispenses materials and supplies. Prepackages dental materials according to various dental procedures. Prepares solutions. Follows appropriate protocols for materials and equipment handling.				
Transfers data from handheld scanning devices into a computer.				
Maintains dispensary in clean and orderly fashion. Cleans shelves. Maintains, disinfects, and sterilizes equipment.				
Learns and applies proper techniques for handling used instruments, disposable materials, chemicals and dental materials.				
Opens clinic or preclinic dispensary and prepares for operation.				
Orders supplies. Unpacks and stocks shelves to predetermined levels.				
Controls supply of lab coats. Sorts and distributes lab coats.				
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on

individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.