



# USC University of Southern California

## Dental Assistant Job Description

### JOB INFORMATION

Job Code:	191007
Job Title:	Dental Assistant
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Dental Assisting/Tech
Job Family Group:	Dentistry
Management Level:	7 Individual Contributor

### JOB SUMMARY

Provides both administrative and comprehensive skilled chair-side assisting services for patients during dental treatment procedures for clinical faculty, doctoral dental students, and post-doctoral students in clinical unit(s) and/or affiliated practices.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		High school or equivalent	
X		Specialized/technical training	
	X	Associate's degree	

#### 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	0 - 6 months
	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	Three months to one year of chair-side experience in a dental environment or private practice in at least one recognized dental discipline (e.g., general/prosthodontics, endodontics, orthodontics).
X		Demonstrable working knowledge of HIPAA compliance, and dental terminology.
X		Demonstrated excellent interpersonal patient service skills and the ability to multitask.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Strong working knowledge of proper sterilization and instrument management techniques.
X		Demonstrated experience in a high-volume, fast-paced environment.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Dental Assisting diploma certificate
X			Coronal polishing certificate
X			Radiation Safety certificate
X		BLS/CPR	
X			Completed board-approved course in the Dental Practice Act
X			Completed board-approved 8-hour course in Infection Control

## Other Job Factors

- Required to work scheduled evening and weekend shifts as needed.
- Required to work overtime, sometimes on short-notice, as needed.
- Clear tuberculosis (TB) test or chest X-ray required prior to the first day of employment.

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Prepares treatment/clinical area for patient care. Organizes and prepares trays, sets up for dental procedures, and maintains adequate supply levels in each operator. Preps patients and assists with dental procedures. Prepares and mixes materials. Obtains vital signs and monitors patients for complications. Cleans up following procedure, disposes of waste, disinfects area after each patient, and sets up for next patient in accordance with established procedures.				
Maintains inventory of disposable materials, medications, dental instruments, equipment, and supplies in the dental operator and those required for daily operation. Organizes supplies and equipment to minimize loss and maximize utilization. Performs regular audits to ensure the removal of expired materials. Maintains a clean and orderly clinic. Sterilizes and disinfects instruments and equipment in accordance with established procedures.				
Demonstrates and complies with the personal protective equipment (PPE) requirements including infection control and safety standards set forth by the department.				
Assists with patient registration, appointment scheduling, billing, filing, scanning, and other administrative support duties. Obtains dental history and records from patients and ensures health history is recorded and current. Provides patient education and treatment planning information as directed by attending faculty providers, or by students.				
Prepares materials for making impressions and restorations. Exposes and processes digital radiography and traditional x-rays. Practices radiation safety at all times when using dental radiographs generators.				
Assesses and responds to emergency situations in accordance with emergency protocols. Maintains working knowledge of First Aid, CPR, and Automated External Defibrillator use. Observes students to ensure adherence to strict principles of the standard of care, cleanliness and infection control. Reports any areas of noncompliance to the supervisor and/or faculty. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.