

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. DNTLADEEA37R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency DOC-OAKS FACILITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Health Care
4. Civil Service Position Code Description DENTAL AIDE-E	10. Division Health Care - Kinross Administration/Northern Facilities
5. Working Title (What the agency calls the position) Dental Assistant	11. Section Health Care - Dental Clinic
6. Name and Position Code Description of Direct Supervisor ; DENTIST MANAGER-1 17	12. Unit Oaks Correctional Facility
7. Name and Position Code Description of Second Level Supervisor ; STATE DIVISION ADMINISTRATOR 17	13. Work Location (City and Address)/Hours of Work 1500 Caberfae Highway, Manistee, MI 49660 / 80 hours per pay period

14. General Summary of Function/Purpose of Position

To provide dental assistance to the dentist while providing care to the prisoners of the assigned Correctional Facility and other Kinross Administration/Northern Facilities as assigned.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 50

Chair-side assisting

Individual tasks related to the duty:

- Assist the dentist at the chair by preparing various materials and medications, oral evacuation of debris, handing and receiving instruments.
- Take and develop x-rays at the direction of a dentist.
- Assist the dental hygienist at the chair with oral evacuation of debris, handing and receiving instruments when assigned by a dentist.
- Assist patients to and from the reception area and prepare patients for the dentist.
- Assist patients to and from the reception area and prepare patients for the dental hygienist when assigned by a dentist.

Duty 2

General Summary:

Percentage: 20

Clerical

Individual tasks related to the duty:

- Answer prisoner correspondence and make appropriate entries in the dental record and electronic medical record as indicated.
- Maintain log books and patient treatment lists as directed.
- Schedule patient appointments and make daily list to schedule for health care call out.
- Pull dental records and correspondence if medical records staff is not available.
- Order supplies at the direction of the dentist.
- Assist in completing monthly statistical reports.
- Monitor caustic/toxic materials and prepare reports as indicated.
- Monitor flammable materials and prepare reports as indicated.

Duty 3

General Summary:

Percentage: 20

Housekeeping, Infection Control, and Security

Individual tasks related to the duty:

- Count all instruments twice daily when accessed and forward appropriate reports to Tool Control Officer.
- Keep needle and blade count sheet current.
- Sterilize and store instruments.
- Follow maintenance schedules.
- Change x-ray developing solutions and clean tanks as recommended by manufacturer.
- Perform required autoclave/chemclave sterilization monitoring tests.
- Dispose of contaminated waste and out dated supplies and materials in appropriate manner.

Duty 4

General Summary:

Percentage: 5

Prosthetics and Laboratory

Individual tasks related to the duty:

- Decontaminate impressions, models, and prosthetics.
- Prepare and pour models or dentures from impressions.
- Prepare lab cases for mailing to dental lab.
- Maintain prosthetic log to keep track of lab cases at various steps.

Duty 5

General Summary:

Percentage: 5

Professionalism and Training

Individual tasks related to the duty:

- Assist in maintaining a professional atmosphere at all times with sensitivity and understanding toward prisoner and staff which is conducive to high quality health care and a humane environment.
- Complete all Department of Corrections training and certification requirements for employment.

- Actively promotes the MPRI program.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Answers to prisoner correspondence (kites) concerning dental problems and patient scheduling.

17. Describe the types of decisions that require the supervisor's review.

Any dental problem that requires manipulation of dental instruments orally, that may cause trauma.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical Activities: Sitting, stooping, reaching, lifting, carrying, and bending.
(Sitting – 80%, Standing – 15%, Carrying – 5%)

Condition Hazards: Noise, odors, chemicals, contaminated waste, radiation, and exposure to TB, HIV+, and HBV.

The job duties require an employee to work under stressful conditions.

This position is inside the secure perimeter of a correctional facility and has regular unsupervised contact with prisoners.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

N Complete and sign service ratings.
N Provide formal written counseling.
N Approve leave requests.
N Approve time and attendance.
N Orally reprimand.

N Assign work.
N Approve work.
N Review work.
N Provide guidance on work methods.
N Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Duties consist of chair-site assistance, record keeping, general office tasks, infection control procedures, tool and supply inventory, and laboratory duties.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

None

25. What is the function of the work area and how does this position fit into that function?

The function of the dental clinic is to provide comprehensive dental care to the prisoner population of the assigned Correctional Facility in keeping with the dental Policy and Procedures of the Bureau of Health Care Services and the Michigan Department of Corrections. This position assists the dentist in carrying out a program of dental care.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Level typically acquired through the completion of high school.

EXPERIENCE:

One year of training in an accredited Dental Assistant program or two years of on the job experience as a Dental Assistant.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of standard dental terminology and equipment, techniques of chair-side assistance, and dental record keeping. Tact and similar qualities necessary to meet and deal effectively with others.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Certified in Dental Radiology.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None.

I certify that the entries on these pages are accurate and complete.

SHEILA SPENCLEY

5/7/2015

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date