

## DENTAL HELPER, PART-TIME

Code No: 3-08-197

NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is routine work in the college's Department of Dental Hygiene involving responsibility for the neatness and cleanliness of the dental office/supplies and for performing basic clerical tasks in assisting a department secretary. Work is performed under the direct supervision of an administrator. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Ensures dental units and working areas are neat and clean by checking chairs, cabinets, hand pieces, autoclaves, work surfaces and darkrooms daily;

Replenishes supplies in cabinets and other work areas from central supply;

Keeps running inventory of clinic supplies and takes semester-end inventory of dental equipment;

Cleans and sterilizes used instruments and returns to the cabinets;

Prepares soiled laundry for pick-up;

Maintains dental materials, lab equipment, impression trays and trimmers;

Assists in greeting and dismissing patients;

Answers office phones and takes messages;

Pulls and files patient charts; updates files and disposes old records;

Runs errands and performs miscellaneous odd jobs to help the secretaries and instructors.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the New York State Sanitary Codes applicable to instrument and equipment sanitization; ability to understand and follow simple oral and written directions; ability to keep a working inventory of supplies, and equipment; ability to maintain patients' files; ability to work well with others; good communication skills; thoroughness; accuracy; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: December 19, 1985