

## DENTAL AIDE

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of a dentist or higher level dental employee, assists in providing dental care during examinations and treatment of patients and in operative and surgical cases. May perform simple clerical tasks. Supervision is not usually a responsibility of this position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists dentists during examination and treatment of patient and at oral surgical procedures;

Seats and prepares patients for examinations;

Assists in charting on oral cavity;

Keeps simple records of dental examination, oral condition found and treatments rendered;

Performs simple copying assignments, as required;

Answers telephone, takes messages, makes appointments;

Performs routine and special errands, as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Familiarity with of clinical dental hygiene; familiarity with the uses of various dental instruments; patience and even temper when working with patients; ability to apply close attention to details; alertness while treating patients; ability to secure cooperation of patients; good judgment in making recommendations for the proper dental care and diet to patients in accordance with dentist's diagnosis; skill in handling and manipulating dental instruments and models; good eyesight; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and six months' experience as an assistant in a dental office.