

**Position:** Dental Assistant (full-time, limited-term for one year)

**Position Summary:** Assist Dentist and faculty in providing dental services to patients.

**Responsibilities/Expectations/Accountability/Duties:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Demonstrates commitment to customer service standards.
- Start up clinic in the morning and shut down at night (depending upon scheduled hours)
- Inventory Control of supplies – communicate needs to full-time Dental Assistant
- Oversee dental assisting students participating in the clinical experiences
- Work with front desk personnel to coordinate scheduling for procedures and optimize communication with instructors, staff and others
- Assist multiple clinic dentists; anticipate needs of dentists during procedures to increase productivity without compromising infection control
- Take vital signs, conduct medical histories, and report findings to dentist
- Provide 4-handed delivery of general dentistry
- Provide health education to improve and maintain oral health of patients
- Monitor clinic to ensure enforcement of safety measures, proper environmental conditions, etc.
- Review maintenance of equipment
- Process patient billing, filing, front desk coverage as needed
- Update exposure control manual to comply with OSHA, DIHLR and CDC guidelines on Universal Standards as directed by clinic coordinator
- Relate successfully with students and staff of diverse cultural, social or educational backgrounds

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of dental practices and procedures including the following
  - Current knowledge of dental materials and products and procedures
  - Radiographic technique proficiency with all types of intra and extra oral films
  - Knowledge of equipment operation and maintenance (Assistina, LISA, Mid-Mark and Statim, AT2000 x-ray processor)
  - Take blood pressures and vital signs
  - Conduct medical history intake on patients and report findings to dentist
- Proven skill in 4 handed delivery of general dentistry
- Knowledge and ability to order supplies
- Proven skill to maintain equipment as scheduled
- Knowledge of American Dental Association (ADA) codes and billing.
- Computer skills including word processing, Excel, database experience, and experience with Patterson Eaglesoft dental office scheduling software
- Ability to communicate effectively with patients, staff, students and visitors
- Ability to handle multiple tasks simultaneously, flexibility, and have good organization skills
- Ability to work collaboratively with a team in an educational setting
- Ability to relate successfully with students and staff of diverse cultural, social or educational backgrounds.
- Knowledge of Wisconsin Medical Association (WMA)/Badger care billing procedures preferred
- Ability to adhere to all safety requirements; OSHA, Blood Borne Pathogen, and current infection control training
- Function as part of a team
- Bilingual skills preferred
- Employment is contingent upon successful completion of caregiver background check
- Current vaccination and CPR BLS II Certification required

### **Necessary Training and Experience:**

- Certified Dental Assistant (CDA) preferred, or graduate of a dental assisting program.
- Experience with diverse patient populations required.
- Registered Dental Assistant (RDA) and coronal polishing certificate preferred.
- In evaluating candidates for this position, the College may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform duties of position

### **Position Details**

**Expected Start Date:** June 1<sup>st</sup>, 2010 **Anticipated End Date:** June 1<sup>st</sup>, 2011 (1 year limited-term position)

**Position Status:** One year, limited-term, full-time clerical union position

**Location:** This position is located at the Dental Clinic within the Health Education Center, Eau Claire.

**Work Hours:** 40 hours per week with anticipated schedule of Monday – Friday 8:00 a.m. – 4:30 p.m. or 8:30 a.m. – 5:00 p.m. Hours may vary depending upon student and clinical needs.

**Salary:** The hourly rate for this position is \$15.25 based upon Pay Grade F, Step 1 of the 2009-2010 Staff and Clerical Federation Salary Schedule.

**Benefits:** This limited-term position is not eligible for benefits.

### **Application Process:**

#### **APPLICATION MATERIALS REQUESTED TO BE RECEIVED BY 4:00 PM THURSDAY, MARCH 25<sup>TH</sup>, 2010**

(However, application materials will continue to be accepted until the position is filled.) A CVTC Application for Employment form, cover letter, resume and transcripts are requested. Copies of transcripts are acceptable during application process. Upon hire official transcripts of all undergraduate and professional education may be required. Obtain a CVTC [Application for Employment](#) form on-line by contacting:

[www.cvtc.edu/employment](http://www.cvtc.edu/employment)

Human Resources  
**Chippewa Valley Technical College**  
620 West Clairemont Avenue  
Eau Claire, WI 54701-6162  
Fax: 715-833-6451

Chippewa Valley Technical College is an Equal Opportunity/Access Employer and Educator.

In compliance with the Americans with Disabilities Act, the College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

We are seeking individuals who are creative, open to change and new methods of work practices, and willing to promote the College's vision and mission in a customer-oriented, participatory environment. Individuals who value commitment, collaboration, trust, respect, excellence, and accountability are encouraged to apply.

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### **Mission Statement**

Chippewa Valley Technical College delivers superior, progressive technical education which improves the lives of students, meets the workforce needs of the region, and strengthens the larger community.

### **Vision Statement**

Chippewa Valley Technical College will be a dynamic community partner dedicated to adding value through learning and student success.