

DENTAL HEALTH SPECIALIST III**NATURE OF WORK IN THIS CLASS:**

This is technical work involved in performing complex expanded dental functions, routine oral prophylaxis and conducting dental health education programs.

Employees in this class serve as team or group leaders over less experienced technical staff.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Performs complex expanded dental functions as specified and directed by a dentist.

Leads lower level technical staff in the provision of dental health services in accordance with established standards and guidelines; participates in the training of lower level technical staff.

Provides oral prophylactic care to patients by examining, scaling, and polishing teeth and gums; recommends medications and treatments necessary for maintenance of good oral hygiene; administers fluoride treatments.

Plans, develops, and conducts dental health education and prevention program; prepares dental health educational materials in cooperation with local communications media.

Participates in the development and conduct of dental health research program.

Assists dentists in any surgical procedure.

Maintains dental instruments, equipment material and supplies.

Responsible for the operation and administration of the appointment clerk and patients' charts.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the accepted methods, techniques and practices of expanded dental functions.

Knowledge of dental health care instruments, medication, equipment and materials used in the care and treatment of gums and teeth.

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Ability to perform complex expanded dental functions.

Ability to lead the work of lower level technical staff.

Ability to recognize needed dental treatment and recommend corrective action for proper oral hygiene care.

Ability to plan and conduct dental health education and prevention programs.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the use and care of dental and related instruments and equipment.

MINIMUM EXPERIENCE AND TRAINING:

- a) Three years of experience in performing expanded dental functions and graduation from a recognized Dental Auxiliary Training Program or School of Dental Hygiene; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980



DAVID R. FLORES, Executive Director
Civil Service Commission