

**POSITION DESCRIPTION
VILAS COUNTY**

SECTION I: GENERAL INFORMATION

	DRAFT <input type="checkbox"/> FINAL <input checked="" type="checkbox"/>
Position Title: NORTHWOODS DENTAL SUPPORT	Department: Public Health
Immediate Supervisor's Position Title: Public Health Director	FLSA Status/Pay Classification Code: Non-Exempt
Original Description Date: January 2010	Revised Date: September 2013
Oversight Committee: Public Health Board	Approved Date:
Approved by: Personnel Committee	Approved Date: HR - 3/14/14

Job Summary:

This position is primarily responsible for chairside dental assisting while delivering direct patient care. Secondary responsibilities of this position include clerical functions and various program activities as they relate to the Northwoods Dental Project Oral Health Programs.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides chairside dental assistance as trained by a dental hygienist and/or Program Coordinator.
2. Sterilizes and disinfects in accordance with OSHA standards regarding dental infection control.
3. Maintains and disinfects portable dental equipment in accordance with manufacturer's recommendations and OSHA standards regarding dental infection control.
4. Documents and maintains patient files.
5. Coordinates follow-up care and case management with dentists and families of children with dental needs.
6. Provides necessary paperwork for electronic billings.
7. Completes follow-up care with families of children with dental care needs.
8. Assists public health programs on site as needed with clerical functions, maintains materials and supplies.
9. Assists in the development of program materials for students, parents, schools and the community.
10. Assists in the planning, development and implementation of the Northwoods Dental Project.
11. Educates children, parents, schools and community regarding importance of oral health.
12. Recruits community members, students and families for program participation.
13. Answers incoming calls about the Public Health Department and directs to appropriate personnel.
14. All other duties as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:

A. Education/Knowledge:

<input checked="" type="checkbox"/> High School Diploma or Equivalent	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	Major Field of study or emphasis:
<input type="checkbox"/> 2 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	
<input type="checkbox"/> 4 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	

B. Licensure/Certification:

<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Preferred	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Valid WI driver's license, adequate auto insurance, and reliable transportation. 		

C. Required Work Experience:

<input type="checkbox"/> In addition to Education/Licensure	<input type="checkbox"/> Instead of Education/Licensure
<ul style="list-style-type: none"> • Experience in assisting dental hygienist chairside, or willingness to be trained as a Chairside Dental Assistant, working along with the dental hygienist while performing direct patient care. 	

SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:

- Knowledge of OSHA standards regarding provision of dental services in a portable setting and sterilization/disinfection standards as they apply to all Northwoods Dental Project oral health programs, or willingness to be trained in the same.
- Willingness to be trained in the Basic Screening Survey (BSS) designed by the Northwoods Dental Project programs.
- Willingness to be trained in data entry for SPHERE and SEALS electronic data entry systems.
- Understanding of, and the ability to achieve, the goals and objectives of the grant programs in particular, and public health services in general.
- Respect of the diversity of the population served by the grant programs, and have the ability to work effectively with a low income, multi-cultural population.
- Have the knowledge and skills to screen and assess, counsel and educate, make appropriate referrals, and support the goals of the grant programs as appropriate for this position.
- Computer skills including use of Microsoft Word, Outlook, and Excel.

SECTION V: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:

Titles of Positions Supervised:	# of Employees:
N/A	

SECTION VI: JOB DESCRIPTION APPROVAL:

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

Employee Signature:	Date:
Supervisor Signature:	Date:
Human Resources Signature:	Date:

VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.