

DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY
DENTAL ASSISTANT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public
Location: Norwich Dental Clinic
Job Posting No: 107125
Hours: Full Time (35 hours/week) Monday-Friday 8:00AM – 3:30PM
Salary: HN 14 \$36,564 - \$49,571 (New State employees are hired at the beginning of the range)
Closing Date: February 10, 2014

Examples of Duties: Performs instrument exchange procedures for operative dentistry (including general dentistry, pedodontics, prosthetics, orthodontics, periodontics and oral surgery); prepares dental restorative and prosthetic materials; assists in oral surgery as required; ensures compliance with OSHA regulations on infection control; prepares, develops and mounts radiographs; records medical histories; prepares and performs daily maintenance of major equipment; maintains equipment and supply inventories; schedules appointments; prepares a variety of requests for patient diagnostic testing; processes billing and/or insurance information; illustrates proper preventive dental hygiene to patients; assures completeness and accuracy of dental medical records; prepares reports and correspondence; may send out reminder cards; may participate in dental health information program; may assist in taking radiographs; may pour molds when necessary; may act as triage and/or receptionist for incoming patient and telephone calls; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

Special Qualification and Job Requirements Knowledge, Skills And Ability Knowledge of dental assisting operative procedures; interpersonal skills; ability to understand and carry out written and oral instructions.

Experience & Training: **General Experience:** One (1) year of experience in dental assistant work.

Substitution Allowed: Completion of a Dental Assisting Program accredited by the Commission on Dental Accreditation of the American Dental Association may be substituted for the General Experience.

Preferred Experience: Applicants with demonstrated experience in providing dental services to persons with developmental disabilities will be given preference.

Working Conditions: Incumbents in this class may be exposed to moderately disagreeable conditions, communicable and/or infectious diseases and some risk of injury from assaultive and/or abusive patients.

Special Requirements:

1. Candidates must have successfully completed the Dental Radiation Health and Safety examination administered by the Dental Assisting National Board (DANB).
2. Incumbent must possess and retain a valid Motor Vehicle license.
3. Incumbent may be required to travel.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Please visit the DDS Intranet site @ www.ct.gov/ddssi to view additional postings.

Application Procedure:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:
Department of Developmental Services - South Region
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492
Attn: Recruiter
Phone: 203-294-5122 Fax: 860-920-3035

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.