



**STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES
West Region**



**VACANCY
PLEASE POST IMMEDIATELY (REVISED SCHEDULE)**

DATE: April 19, 2013

CLOSING DATE: April 29, 2013

POSITION	Dental Assistant
POSITION #	018001
LOCATION	Dental Clinic – Southbury Training School
SCHEDULE	Monday, Wednesday, Thursday, 7:30am – 4:00pm; RDO’s Tuesday, Friday. Must be flexible to meet agency and client needs.

Full Time Part Time X Hours Per Pay Period

EXAMPLE OF DUTIES

Duties consistent with the Dental Assistant job specification. This position is responsible for assisting the dentist during procedures, and sterilization of instruments and equipment between patients. 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.

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.
Special Experience	Candidates must have successfully completed the Dental Radiation Health and Safety examination administered by the Dental Assisting National Board (DANB).
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.

NOTE DDS Employees: to view additional postings; please visit the new DDS Intranet site - Inside DDS – at www.ct.gov/ddssi and click Job Opportunities at the top of the page.

TO APPLY: Please complete a DDS Transfer/Promotion application, including the Position # and a copy of your most recent performance appraisal **by 11:59pm on the closing date indicated above**. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

SEND APPLICATIONS TO:

Department of Developmental Services – West Region

Rowland Government Center
55 West Main Street, 4th Floor
Waterbury, CT 06702

Attn: Human Resources Recruiter

**An Affirmative Action and Equal Opportunity Employer
Telephone (203) 574-8814 Fax: (203) 574-8857**