

**JOB OPPORTUNITY**  
**CT VALLEY HOSPITAL**  
**DENTAL ASSISTANT – POSITION NUMBER: CV106011**  
**ADMINISTRATION AND SUPPORT DIVISION**

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

**Open To:** State Employees  
**Location:** CVH Dental Clinic – Middletown, CT  
**Hours:** 1st shift: Monday – Friday – 7:30 a.m. – 4:00 p.m. (40 hours per week)  
**Salary:** \$41,789.00 - \$56,654.00  
**Closing Date:** November 11, 2013

The Dental Assistant duties include but are not limited to: Assists at chair side with all aspects of dental care including general dentistry, prosthetics, endodontics, periodontics, dental prophylaxis, emergency treatment, oral surgery, ward exams, and the recording of medical histories as evaluated by lead dentist. Prepares for dental procedures and cleans up afterwards according to hospital and dental clinic infection control policies. This includes preparing the clinic at beginning of day for dental procedures by turning on proper equipment, flushing lines and placing proper barriers. Also prepares operatory for dental procedures with proper instruments, equipment and barriers. Seats and dismisses patient. Cleans operatory, properly removing and disposing of disposables in proper containers. Places contaminated instruments in proper containers. Properly disinfects operatory and equipment that can't be sterilized. Prepares instruments and equipment for sterilization, sterilizes, and puts instruments away. Makes sure disinfectant solution up to date and mixed and used according to manufacturers directions. Sets up and cleans back-up lab and sterilization area as required. Pours and separates dental models. Disinfects and prepares cases to be sent to dental laboratory. Maintains equipment. Properly lubricates and cleans hand pieces. Maintain x-ray developer making sure solutions at proper level and not outdated. Disposes of outdated solutions properly. Flushes out suction on units on regular basis. Runs and keeps record of spore testing on autoclaves. Educates patients about treatment, dental disease, and prevention. Effectively teaches patient about mechanism of their dental disease. Clearly explains to patient about procedure where required. Effectively teaches and motivates patient to care for their teeth using toothbrush, floss, and other dental aids. Clearly explains post operative orders to patient and/or staff so that they understand to the best of their ability. Effectively explains importance of keeping dental appointments. Takes and develops x-rays under the direction of the dentist or dental extern. Develop x-ray properly using proper infection control standards. Mounts and labels x-rays correctly. Works in office-schedules patient and prepares day sheets to make most efficient use of clinical time. Answers telephone and handles call or refers to appropriate person. Screens dental emergencies and refer to appropriate person. Pulls and files charts. Keep statistics. Does billing. Uses computer and types neatly and accurately. Prepare reports. Ensures that adequate supplies are kept available by keeping inventory and ordering supplies. Helps train dental assisting students, hygiene students, and dental extern. Demonstrate a commitment to the achievement of excellence in patient care and personal development. Carries out and supports facility policies, rules and regulations. Participates in continuing education programs and attends staff meetings. Must be sensitive to needs of others in the work environment and builds and maintains positive relations within the department and facility; performs related duties as required

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status may apply for a lateral transfer.

**General Experience and Training:** 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 Requirement:** 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:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO:**  
**Deb Robinson, Human Resource Associate**  
**Connecticut Valley Hospital**  
**P. O. Box 351, Middletown, CT 06457**  
**Fax : (860) 262-5055 Phone : (860) 262-5819**  
**Email : Deborah.A.Robinson@ct.gov**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers and strongly encourage the applications of women, minorities and persons with disabilities. NP-6