

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

Job Title:	Dental Hygiene Clinical Technician	Range:	36
Date Revised:		Date Approved:	October 13, 2020

PRIMARY PURPOSE

Under the direction of the Division Dean and the Dental Hygiene Program Director, perform clinical duties and other technical assignments in support of the Dental Hygiene Clinic and coordinate the operational functions of all clinic, laboratory, and sterilization areas.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1. Maintain and stock rooms, clinic, laboratory, and other assigned areas in a safe, clean, and orderly condition; encourage awareness of and oversee the proper use of facilities and safe practices; implement OSHA and HIPAA policies and procedures; monitor OSHA and radiation safety compliance.
2. Provide clinic support and other duties of a technical nature; provide assistance to the instructional staff by setting up equipment, displays, and supplies and monitoring laboratories.
3. Provide clinic support to students by sterilizing, organizing, and distributing student instruments.
4. Assist the program in all aspects of infection control within the clinic and laboratory facility; perform a full range of duties related to dental equipment cleaning, storage, and maintenance as well as instrument sterilization; direct and instruct in the proper use of sterilizers.
5. Perform and monitor spore tests, water line tests, and radiation monitoring (dosimetry) badges along with maintaining test result reports.
6. Assist program director in maintenance of clinic/laboratory procedures manuals and OSHA Safety Data Sheets.
7. Oversee and maintain inventory of clinic supplies; identify materials, equipment, and supplies that meet academic specifications; reorder and purchase dental supplies, lab materials, and dental radiology supplies and materials as necessary; arrange for proper storage and disposal of chemicals and sharp items; replenish clinic forms.
8. Use and operate a variety of technical equipment including sterilizers, x-ray machines, digital radiography, x-ray processors, intra oral camera, ultrasonic scalers, AIRFLOW, and related equipment.
9. Establish and maintain working relationships with internal and external constituents including equipment repair personnel, maintenance staff, and vendors; obtain quality control samples, schedule demonstrations, and prepare for salespersons visits and similar duties.
10. Schedule and coordinate the maintenance, calibration, and repair of clinic facility and equipment. Perform routine functions normally accomplished by other support staff in their absence; attends meetings as assigned; perform general clerical duties as needed.
11. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
12. Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
13. Perform related duties as assigned.

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OTHER FUNCTIONS

None

WORKING RELATIONSHIPS

The Dental Hygiene Clinical Technician maintains frequent contact with various District and College departments and staff, faculty, students, outside vendors, and the public.

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED; two (2) years college-level coursework related to area of assignment

Minimum two (2) years of dental office (back office) experience

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Associates Degree or equivalent

California Registered Dental Assistant or Certified Dental Assistant

Bilingual in Spanish

Prior experience in approaching work and interactions with colleagues and/or students in an equity-minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of pertinent laws, rules, regulations, policies, and procedures relating to Dental Hygiene clinic operations including OSHA, OSAP, HIPAA and other health and safety regulations

Knowledge of medical or dental terminology

Knowledge of infection control principles and practices including sterilization techniques and practices

Knowledge of technical aspects of field of specialty

Knowledge of the proper operation of sterilizers and related dental hygiene equipment

Knowledge of record-keeping techniques

Knowledge of modern office practices, procedures and equipment

Knowledge of interpersonal skills using tact, patience, and courtesy

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Ability to ensure the care and security of assigned equipment, specialized materials, and supplies

Ability to plan, prepare, maintain, and organize dental equipment, materials, and supplies for clinical use

Ability to issue and receive equipment and supplies

Ability to provide information and assistance to students and staff regarding the operation, use, and care of equipment in the Dental Hygiene clinic

Ability to interpret, apply, and explain laws, regulations, policies, and procedures related to assigned functions

Ability to express technical concepts and ideas effectively

Ability to demonstrate competence in the fields of specialty

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Ability to maintain confidentiality
Ability to work independently with little direction
Ability to plan, organize, and prioritize work to meet schedules and timelines
Ability to maintain accurate records and prepare reports
Ability to analyze situations and adopt effective courses of action
Ability to operate a variety of office equipment including a computer
Ability to work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students
Ability to establish and maintain effective working relationships with others, including those contacted in the course of work
Ability to plan, organize and prioritize work
Ability to meet schedules and timelines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing

TRAINING REQUIREMENTS

Completion of eight (8) hour Infection Control Training
Bloodborne Pathogens
CPR and First Aid Certification with AED

WORKING CONDITIONS

Dental clinic environment and in the classrooms and laboratories of the Dental Hygiene Program; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities. Ability to lift and carry 25 pounds such as paper and reports and to bend and reach to retrieve and file supplies, equipment, and documents. Possible exposure to dental materials, Bloodborne pathogens, chemicals, and/or aerosols.
