

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**DENTAL AIDE**

**JOB DESCRIPTION**

Employees in this job participate in providing dental care to residents and prisoners of state correctional, mental health, and juvenile detention facilities. The work involves chair-side assistance, preparation of restorative materials and medications, sterilization of dental instruments, laboratory work, patient scheduling, and record keeping.

There are three classifications in this job.

**Position Code Title - Dental Aide-E**

**Dental Aide 6**

This is the entry level. The employee works in a trainee capacity receiving on-the-job training and close supervision in performing a range of dental aide assignments.

**Dental Aide 7**

This is the intermediate level. The employee works in a developing capacity with increased responsibility for providing a range of dental aide work assignments.

**Dental Aide E8**

This is the experienced level. The employee performs a full range of dental aide assignments and uses independent judgment in making decisions where guidelines are available in the form of policies, procedures, and practices. The employee may assist in the training of entry and intermediate-level Dental Aides.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Assists dentist chair-side by delivering and receiving dental instruments, restorative and impression materials, and medications.

Mixes and prepares the proper solutions, restorative materials, and/or medications for the procedures to be performed.

Cleans and sterilizes dental instruments using an autoclave or cold sterilization technique.

Performs laboratory work such as preparing impression material, pouring impressions, preparing models, making base plates, performing minor prosthetic repairs, trimming, and polishing prosthetics.

Takes X-rays, processes, labels, and stores X-ray film.

Takes inventory of dental instruments and supplies.

Logs all treatment data and maintains patient records.

Answers telephone and schedules appointments.

Orders necessary dental supplies.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, and considerable knowledge is required at the experienced level.

Knowledge of dental terminology and equipment.

Knowledge of chair-side assistance techniques.

Knowledge of routine dental laboratory work.

Knowledge of materials and quantities used in mixing dental solutions, restorative materials, and medications.

Knowledge of hot and cold sterilization techniques.

Knowledge of x-ray equipment and procedures.

Ability to follow written and oral instructions.

Ability to file and maintain dental records and related documents.

Ability to communicate effectively.

Ability to get along well with others.

### **Working Conditions**

The job is located in a state correctional, mental health, or juvenile detention facility.

Some jobs require direct contact with patients.

Some jobs require direct contact with prisoners.

### **Physical Requirements**

*None*

### **Education**

Education typically acquired through completion of high school.

### **Experience**

#### **Dental Aide 6**

No specific type or amount is required.

#### **Dental Aide 7**

One year of experience equivalent to a Dental Aide 6.

#### **Dental Aide E8**

Two years of experience equivalent to a Dental Aide, including one year equivalent to a Dental Aide 7.

## **Alternate Education and Experience**

### **Dental Aide E8**

Completion of a one-year program in dental assistance may be substituted for the experience requirement.

## **Special Requirements, Licenses, and Certifications**

Some positions within this class series require possession of a radiography certification which involves completion of a dental radiography course taught in a program approved by the Michigan Board of Dentistry, pursuant to the Board of Dentistry, Administrative Rule R338.11307.

The Department of Corrections may screen out applicants who have been convicted of a felony in accordance with Public Act 191 of 2017. Applicants who have been convicted of a misdemeanor or felony are ineligible for employment with the Department of Corrections until satisfactory completion of any sentence imposed, including parole or probation.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

DENTALADE

### **Job Code Description**

DENTAL AIDE

### **Position Title**

Dental Aide-E

### **Position Code**

DNTLADEE

### **Pay Schedule**

U11-005

JZ

01/27/2019