

REGISTERED DENTAL ASSISTANT I / II

DEFINITION

Under general supervision, provide health/oral health services, consultation and outreach to underserved children, families, and individuals in a variety of settings throughout the County. Collaborate with other Health Care and Dental Providers, Health and Human Services, Child Care Centers, School Districts and community agencies to reduce health status disparities, increase oral health care access and implement other goals and objectives of the Public Health Agency.

DISTINGUISHING CHARACTERISTICS

The Registered Dental Assistant I is the entry level to the Registered Dental Assistant/Hygienist class series. Incumbents in the Registered Dental Assistant II classification perform many activities on a relatively independent basis. They work under less direction and supervision than a Registered Dental Assistant I Classification.

REPORTS TO

Director of Nursing or Public Health Nurse I/II or III

CLASSIFICATIONS DIRECTLY SUPERVISED

None

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EXAMPLES OF DUTIES

- Identify Medi-Cal/low income children and families who may have oral health needs that require early intervention services.
- Discuss and develop action plans to address the specific oral health concerns of child care providers, parents/caregivers, and individual children and link them to Medi-Cal and low income providers. Provide advice regarding management of urgent oral health problems in child care.
- Assure that each family has a dental home and has access to Medi-Cal/low income health insurance benefit and eligibility information.
- Schedule and provide oral health screenings for children in child care sites and in schools and the home. Coordinate referral to follow-up for problems identified during screening.
- Apply sealants in the field (with proper course certification).
- Identify and develop oral health-training resources and provide training on oral health issues to staff, clients and community agencies.
- Encourage linkages between early childhood programs and other Medi-Cal oral health professionals, community resources, and services to improve access to oral health services for children.
- Partner with programs to provide one on one oral health case management and assist with referrals and linkage to care as needed.
- Participate in planning for oral health care programs in the child care environment including the coordination and implementation of preschool education, tooth brushing programs and fluoride varnish protocols.
- Participate in program planning, data tracking and policy development activities e.g. attend meetings on program changes, development of annual scope of work and annual reports.
- Ensures compliance with applicable federal and state oral health standards and guidelines for programs within the Health Department.
- May represent Health Department at local, State and/or National meetings on oral health care in the childcare environment.
- Mentors students, interns, volunteers and community members as requested.
- Reviews literature to stay current on practices and issues related to target population.
- Performs other related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to

normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

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TYPICAL WORKING CONDITIONS

Work is usually performed in an office, home or clinic environment; exposure to communicable diseases; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, methods and procedures of general RDA competencies
- Causes and means of tooth decay and oral diseases
- Processes and mechanisms to prevent and control oral health issues

Ability to:

- Communicate effectively orally and in writing
- Follow oral and written instructions
- Counsel clients and make referrals to community resources
- Work responsibly with other members of Public Health Staff
- Effectively represent the Public Health Department in contacts with the public, community organizations and other government agencies.
- Establish and maintain cooperative working relationships with clients and others.
- Work in community settings

Training and Experience:

Qualifications required for this position:

Registered Dental Assistant I

- Completion of a dental course certified by the Commission on Dental Accreditation.
- At least 2 years of practical experience working in the field.
- Experience in Public Health is desirable.
- Possession of a valid license as a Registered Dental Assistant issued by the Dental Board of California.

Registered Dental Assistant II

- Completion of a dental course certified by the Commission on Dental Accreditation.
- At least 4 years of practical experience working in the field.

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Registered Dental Assistant II – continued:

- At least 2 years of experience working in community health, public health, or oral health programs.
- Possession of a valid license as a Registered Dental Assistant issued by the Dental Board of California.

SPECIAL REQUIRMENTS

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

Current Licensure for Registered Dental Assistant, issued by the Dental Board of California, must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.