
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Patient Care

Class Series: Dental Assistants

Grid: 17

Class Title: Dental Assistant

I. Level Definition

Positions at this level carry out a variety of dental work procedures such as setting up instruments and supplies, passing instruments and materials to dentist during treatment and performing a variety of restorative duties.

II. Typical Duties

- (1) Prepares and sets up instruments, equipment and supplies required for dental work such as cleansing, sterilizing or autoclaving instruments and dressings, cleansing and polishing removable prosthesis, preparing restorative bases and filling materials, and setting up dental x-rays.
- (2) Obtains patient and x-ray files for scheduled appointments, positions patient for dental work, explains the dental work procedures, post operative care and oral hygiene instructions and answers related questions.
- (3) Performs procedures during dental treatment such as passing instruments to dentist, mixing restorative materials, and assisting dentist with applications and suction during treatment.
- (4) Performs restorative duties such as combining materials for impressions and casts, taking impressions from patients for study models and making plaster working models from casts.
- (5) Maintains inventory of supplies, materials and instruments.
- (6) Cleans instruments and chair-side area after use and ensures equipment is working, performs minor repairs and maintenance on dental equipment such as changing belts, light bulbs, cleaning and oiling handpieces.
- (7) Maintains patient records, appointment bookings and performs related clerical duties such as answering telephone, typing, taking and relaying messages and arranging appointments.
- (8) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Graduation from a recognized Certified Dental Assistant program plus one year's recent, related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.