VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: DENTAL HYGIENE ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the direction of the Division Dean and supervision of the Dental Hygiene Program Coordinator, perform specialized clerical and secretarial work related to the Dental Hygiene program; serve as dental receptionist, dental assistant, and record keeper for the dental hygiene clinic.

REPRESENTATIVE DUTIES:

Prepare and process course materials, correspondence, and student records. 

Assist in student recruitment and admission activities. 

Serve as dental receptionist, department secretary, and dental assistant. 

Assist program coordinator in preparation of budget and maintain budget and expenditure reports. 

Prepare letters, reports, requisitions, memos, and other materials from copy, rough draft, or oral instructions. 

Prepare and issue dental materials and equipment for student use; monitor and maintain records of materials and equipment on loan to or checked out by students and instructors. 

Maintain stock rooms, laboratories, and other assigned areas in a safe, clean, and orderly condition; encourage awareness of and oversee the proper use of facilities and safe practices. 

Maintain a variety of files and records regarding instructional materials, inventories, purchase orders and equipment repairs; organize, prepare, and maintain laboratory procedures manuals. 

Collect fees for clinical services; submit dental insurance forms for services rendered, and maintain clinic patient records. 

Oversee the sterilization of equipment and clinical facilities. 

Maintain Oxnard College Dental Hygiene Exposure Control Plan per Cal-OSHA bloodborne pathogen regulations. 

Assist instructors with preparing materials and supplies prior to class instruction. 

Perform other related duties as required.

Revised May 1997
Established February 1997
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, practices, procedures, terminology and equipment of Dental Hygiene Program
- Health and safety regulations
- Record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communications skills
- Interpersonal skills using tact, patience and courtesy
- Dental office procedures and practices
- Proper methods of storing dental equipment, materials, and supplies

ABILITY TO:

- Operate computer equipment
- Learn and apply techniques of precise measurement and notation
- Assure the care and security of assigned equipment, specialized materials, and supplies
- Issue and receive equipment and supplies
- Plan and organize work
- Train, select, evaluate and provide work direction to student workers
- Understand and follow oral and written directions
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain effective working and cooperative relationships with others
- Meet schedules and timelines
- Maintain records and prepare reports
- Type at an acceptable rate of speed
- Ability to work effectively and harmoniously with colleagues, staff, students, and others
- Willingness to work with students having a wide range of skills, motivation and academic or professional goals
- A demonstrated ability to communicate effectively in both oral and written formats

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma including or supplemented by course work in computers and office technology and three years’ experience as a dental receptionist/secretary and one year as a dental assistant.

LICENSES AND OTHER REQUIREMENTS:

A Certificate in Dental Radiation Safety and CPR
DENTAL HYGIENE ADMINISTRATIVE ASSISTANT (continued)

WORKING CONDITIONS:

ENVIRONMENT:

Dental Hygiene clinic & classroom environment

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of office and dental equipment, hearing and speaking to provide and exchange information, sitting or standing for extended periods of time, walking, bending, seeing to administer first aid and to assure accuracy of documents, and reaching to retrieve and file records. Ability to work at a desk, a conference table, or in meetings of various configurations. Ability to communicate so others will be able to clearly understand a normal conversation. Ability to lift 25 lbs.

HAZARDS:

Normal dental office, cleaning chemicals and disinfectants