STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
12/02/2013

This position is:
- ☒ Classified
- ☐ Unclassified
- ☐ Executive Service
- ☐ Mgmt Svc – Supervisory
- ☐ Mgmt Svc – Managerial
- ☐ Mgmt Svc - Confidential

Agency: Oregon Department of Corrections

Facility: X

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Dental Assistant	b. Classification No:	C6391
c. Effective Date:	December 1, 2008 or signed	d. Position No:	9902441
e. Working Title:	Dental Assistant	f. Agency No:	29100
g. Section Title:		h. Budget Auth No:	
i. Employee Name		j. Repr Code	AAON

k. Work Location (City – County):

l. Supervisor Name (Optional):

m. Position: ☐ Permanent ☐ Seasonal ☒ Limited Duration ☐ Academic Year ☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☐ Exempt ☒ Non-Exempt | If Exempt: ☐ Executive ☐ Professional ☐ Administrative | o. Eligible for Overtime: ☒ Yes ☐ No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The program in which this position exists is the Health Services section of the Oregon Department of Corrections. The purpose of this program is to provide health care to inmates at each state institution operated by the Department of Corrections. State and federal laws have established that inmates are entitled to health care during incarceration. Health care services available to inmates must be consistent with health care provided in the community in order to meet the legal obligation the state has when persons are incarcerated. This means that all types and levels of health care must be provided in a clinically appropriate manner by properly credentialed professionals in settings equipped and designed for the delivery of health care. Health care includes medical, dental and psychiatric/mental health services.

The Health Services section is comprised of an administrative unit which sets policy and long term direction and a series of operational units representing the health care program at each facility or a division wide clinical service. The health care program at each of the correctional institutions operated by the Department is responsible for delivering health care to inmates consistent with policy established by the Section. The average daily population for whom the entire range of services must be available is 13,500 inmates. The Health Services section employs more than 500 health care personnel and manages a number of agreements with health care organizations in communities throughout Oregon and the surrounding states in order to deliver constitutionally adequate health care. The biennial budget for the Health Services section exceeds $150 million dollars.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with the security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of DOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of OAM.

The Department of Corrections recognizes and respects the dignity, diversity and human rights of all persons. In support of those values DOC employees are expected to promote a respectful work environment that recognizes cultural diversity. Moreover, DOC upholds a zero-tolerance policy towards all sexual abuse.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Provide direct assistance to the dentist while performing dental treatment; to assure instruments, supplies and equipment are available for patient care.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
		E	All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of OAM.
80%	R	E	Provides chairside assistance to the dentist; assures that chairside skills conform and are optimized to treatment style of assigned dentist, providing for maximum clinic productivity. Records dental pathology and conditions on appropriate forms as assessed by the dentist.
5%	R	E	Responds to written and verbal requests for treatment or coordinates response from provider. Assures that treatment lists are accurate and current. Schedules patients to be seen by providers. Assures that information in the Inmate Health Plan (DOC 400) is accurate; reflects number of patients seen and treatments provided. Submits statistical data as directed by the provider. Coordinates with security staff to treat patients in isolated populations. Responds to requests for emergency treatment. Addresses questions from other DOC staff about dental treatment.
5%	R	E	Prepares the dental operatory for patient treatment, assuring all infection control guidelines are followed; organizes tools and supplies specific for procedure. Cleans and sterilizes dental tools. Assures that tools and supplies are stored in a neat and orderly fashion. Assure security is maintained over all instruments and equipment.
2%	R	E	Exposing, processing, mounting and filing of dental radiographs, following accepted standards of practice.
2%	R	E	Conducts inventories; order tools and supplies as needed to assure adequate quantities available. Maintains dental instruments and equipment, including cleaning, sharpening, sterilizing, and assures proper working order. Coordinates maintenance and repair of equipment with DOC staff and contracted technicians.

Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

2%	E	Responsible for cleanliness and neatness of the operatories.
1%	E	Instruct inmates in basic principles of proper oral hygiene.
1%	E	Participate in the development of CQI projects and makes recommendations to the appropriate program area for improvement or necessary change.
1%	E	Assist in control and supervision of inmates in immediate area, both patients and workers.
1%	E	Other duties as assigned.
		MINOR DUTIES: 1. Emergency assignment to assist security staff in times of inmate disturbance. 2. Maintain knowledge of, and perform work according to Department Rules, Policies and Procedures, institution rules and regulations, and Division policy and procedure. 3. Attend and participate in mandatory in-service training, according to Department standards.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Will be expected to share the mission, vision, and core values of the department; requires being a role model of pro-social behavior and having an attitude that conveys dignity and respect in the treatment of others; must be able to acknowledge that everyone is capable of positive change; requires contact with inmates who may become violent; requires walking or standing for long periods, requires climbing and descending stairs; possible exposure to chemicals, radiation, communicable diseases or other hazards inherent in a health care and correctional setting. Supervision and control of inmates in an inherent responsibility.

You must have a valid driver's license and a good driving record or be able to provide an acceptable alternative method of transportation.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- NCCHC Standards
- Department of Corrections Administrative Rules, Policies and Procedures
- Professional Practice Acts (ORS)
- ORS on Patient Rights, Confidentiality
- Health Services Policies and Procedures, Institution Operating Procedures
- Desk Manuals

b. How are these guidelines used?

- Used to establish documentation files of compliance for accreditation.
- Establish guidelines and direction for how work will be done and used to provide information to inmates.
- Necessary to know limits of practice of dental assistant and clerical staff in a health setting, and when to refer questions or information.
- Needs technical skills to perform duties as dental assistant.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
Ancillary Staff within Institution	Phone & Direct	Exchange information	Daily
Security Staff	Phone & Direct	Exchange information	Daily
Repair & Service personnel	Phone & Direct	Routine & Emergency repair or equipment	As needed
Central Business Office personnel	Phone	Discuss billing & payments of medical treatment	As needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

- Length of time for exposure and processing of x-ray film.
- Scheduling of appointments according to length of time required to complete various procedures.
- Length of time and frequency for sterilization of tools and equipment.
- Anticipation of tools needed for hand-off to dentist during procedure.
- Quantity and variety of equipment and supplies necessary for departmental operation.
- Scheduling of inmates in accordance to need for treatment.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".				
Medical Services Manager		1. Daily observation. 2. General review of work accomplished. 3. Use of work plan. 4. Performance appraisals. 5. Input from assigned dentist.	Daily – On-site	1. Assure completion of job duties. 2. Assure efficient use of time.
Supervising Dentist A		Direct observation	As needed	Asses clinical performance

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? _____

How many employees are supervised through a subordinate supervisor? _____

b. Which of the following activities does this position do?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Response to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

The person in this position works within a prison setting and is responsible for maintaining security and supervision of prisoners.

Must maintain Certificate of Radiological Proficiency.

Security Review Differential Points Assigned: Dental Assistant C6391 (1)

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

! Certificate of Radiological Proficiency.
! CPR and First Aid Certificates.
! Copy Machine.
! X-ray equipment and processor.
! Sterilizing equipment.
! Telephone
! Valid Drivers License.

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Managers and supervisors are expected to provide leadership that contributes to the establishment of a working environment that is positive, productive and free from harassment and discrimination. As part of this effort, managers and supervisors are expected to participate in and encourage others to participate in the agency's activities that support affirmative action. This includes recruiting, selecting, retaining and promoting individuals with a diverse background who are committed to the mission and values of the Department.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount ($00000.00)	Fund Type

Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

Appointing Authority Signature _____ Date _____