

Requirements of a job description



**ASSIGN
BUSTER**

Shari M. Kern

Dental Assistant

A job description allows an organization to put up boundaries for a purpose and assists as an interaction tool between the employer and the employee to make sure of a clear understanding of expectations. According to Youssef (2015), a job description “ identifies characteristics of a chore to be done in terms of the tasks, duties, and responsibilities to be fulfilled.” A job description has three chief functions. The first component of a job description emphasizes on key roles and the purpose of the position within the organization (Youssef, 2015). The second component of a job summarizes the job (Youssef, 2015). The third component of a job description gives a detailed list of the functions, tasks, duties, and obligations associated with the business, and the final item is “ other duties as needed, that communicates the need for flexibility and adaptability. (Youssef, 2015). The following is a sample job description for a Dental Assistant.

Position Summary

Under the direct oversight of the Dentist, the Dental Assistant will perform a range of responsibilities that will be approved by the Dentist. The Dental Assistant will assist the Dentist with all clinical procedures. The Dental Assistant will abide by current OSHA regulations and guidelines related to infection control and universal precautions. The Dental Assistant will also assist in some front desk responsibilities for the Dental Receptionist.

Tasks

1. Prepares dental instruments and materials; cleans and sterilizes instruments. Keeps track of inventory on all dental supplies.
2. Greet patients in the reception area and accompanies patients to the operatory.
3. Reviews patient's medical and dental history.
4. Reviews the daily schedule to set up dental trays and instruments.
5. Assists the dentist with all dental procedures, including periodontal charting, taking impressions, and pouring models and other chairside tasks.
6. Keeps track of incoming and outgoing labs.
7. Responsible for keeping operatory stocked with dental supplies.
8. Delivers dental hygiene instruction.
9. Provides any support needed to the front office; pulling charts, filing, answering phones, collecting payments, scheduling appointments.
10. Perform additional duties as delegated by the Dental Office Manager or the Dentist.

Tools and Technology

The Dental Assistant will be knowledgeable in Dentrix, or other dental software programs. The Dental Assistant will also be familiar with Schick Digital x-rays, Panoramic x-ray, and AED.

Knowledge

The Dental Assistant is required to be knowledgeable in all matters of the dental office and procedures including dental health issues.

Skills and Abilities

<https://assignbuster.com/requirements-of-a-job-description/>

1. Takes and reads digital x-rays, including panoramic images (NC x-ray certification required).
2. Certified in CPR (Current CPR certificate required) and is trained in all emergency procedures including AED. (Office defibrillator).
3. Teamwork
4. Creating a safe and effective work environment.
5. Dental health promotion and maintenance.

Education Requirements

1. High School Diploma or GED.
2. Minimum of five years' experience in a dental office, and have a Certified or Registered Dental Assistant Certificate.
3. Proof of CPR certificate, North Carolina X-ray safety certificate required.
4. Previous Dental Assistant experience in implant placement and Periodontics greatly recommended.

There are various methods an organization use to begin the recruitment process to fill an open position. Organizations can find talent internally and outwardly. Internal recruitment can include promoting within, employee referrals, and lateral transfers. Externally recruitment can include advertising, employment and temporary offices, web recruiting, business fairs, college, and universities and so on (Youssef, 2015).

For filling a dental assistant position, placing an ad on a career website is the common method that it is utilized to fulfill a spot. Some other method that is usually used is contracting a dental assistant on a temporary basis with the

option to hire through a dental agency that is exclusively geared towards dental personnel.

Two methods of assessment for a dental position that are commonly used are structured interviews and work sample tests. “ Structured interviews are interviews that consist of a specific set of questions that are designed to assess critical KSAs that are required for a job.” The author also states, “ Work sample tests consist of tasks or work activities that mirror the tasks that employees are required to perform on the job.” “ Like job knowledge tests, work sample tests should only be used in situations where candidates are expected to know how to perform the tested job tasks prior to job entry (Pulakos, 2005).

In conclusion, preparing a job description is vital to an organization to put up boundaries for a role and helps as an interaction between the employer and employee to make sure of a clear understanding of expectations. A task description should be clear, concise and define a specific job function and expectations that gives the potential employee a sense of the priorities involved. It not only offers a readable image of the situation for potential candidates, but is likewise a utilitarian instrument for appraising performance and a critical reference in the consequence of disputes or disciplinary matters.