

NEW YORK CITY HEALTH AND HOSPITALS CORPORATION

POSITION DESCRIPTION

POSITION TITLE: Supervising Dental Assistant

TITLE CODE: 00221

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A. PURPOSE OF POSITION

Under general supervision of Director of the Dental Services or his appropriate designee, plans, coordinates, reviews, guides, trains and supervises the activities of a large group of Dental Assistants engaged in the activity of providing dental patient care services; performs related work.

B. MAJOR DUTIES

1. Plans, coordinates, supervises and reviews the work of Dental Assistants assigned to the work unit.
2. Coordinates, prepares and maintains work and shift schedules for the Dental Assistants.
3. Reviews work methods and procedures utilized by Dental Assistants.
4. Participates in the development and evaluation of training programs, and instructs personnel in appropriate methods and techniques.
5. Assists in the interviewing and selection of Dental Assistants, and provides orientation and on-the-job training for employees.
6. Performs Dental Assistant duties to assure optimal operation of the section.
7. Orders and maintains inventory control and establishes adequate levels of expendable and non-expendable supplies and equipment; distributes necessary supplies to each Dental Assistant within assigned areas.
8. Establishes preventive maintenance schedules for all equipment and instruments in patient care areas, and arranges for necessary repairs.
9. Performs related duties and special projects as necessary, or as assigned by the Director of the Dental Services.

C. KNOWLEDGE AND SKILLS REQUIRED

1. Graduation from a senior high school or possession of a high school equivalency diploma; and
2. Minimum of three (3) years experience as a Dental Assistant with at least one (1) year of supervisory experience with possession of a good degree of chairside skills and ability to transfer such skills through demonstration and verbal instructions; and
3. Knowledge of concepts and applications of team dentistry; or

Supervising Dental Assistant

4. A satisfactory combination of education, training and experience; but all candidates must possess a minimum of a high school diploma or equivalency.

D. DIRECT LINES OF PROMOTION

From Dental Assistant

To: None.