

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/10/17

CLOSING DATE: 10/17/17 (4:30 PM)

SCDC INTERNAL TITLE: DENTAL ASST SCDC POSITION #: 013779
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0600 AM - 0200 PM
LOCATION: TURBEVILLE CORRECTIONAL INSTITUTION, TURBEVILLE (CLARENDON) LEVEL 2

STATE JOB TITLE: MEDICAL ASST TECH II STATE JOB CLASS: EC15
PAY BAND/LEVEL: 03 C
BAND: 03 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 023992 - \$ 030980 SCEIS POSITION #: 61022362

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE OR TRAINING WITHIN
THE SPECIFIC WORK AREA.

ONE (1) YEAR OF FORMAL TRAINING IN AN ADA ACCREDITED ASSISTANT'S
COURSE AND ONE (1) YEAR OF DENTAL ASSISTANT EXPERIENCE; OR A HIGH
SCHOOL GRADUATE AND ONE (1) YEAR OF DENTAL ASSISTANCE EXPERIENCE
AND CERTIFICATION IN DENTAL X-RAY.

DESCRIPTION OF DUTIES:

PREPARE PATIENT FOR TREATMENT. CHAIRSIDE ASSISTANCE WITH ALL DENTAL
PROCEDURES. EXPOSE, DEVELOP, AND MOUNT/FILE DENTAL X-RAYS. PERFORM
CLERICAL DUTIES WHEN NECESSARY. MAINTAIN DENTAL EQUIPMENT BY CLEANING
AND LUBRICATING DENTAL HANDPIECES, SUCTION LINES, ETC. PREPARE AND MIX
VARIOUS FILLING AND IMPRESSION MATERIAL. CLEAN WORKING AREA AND
STERILIZE INSTRUMENTS AND EQUIPMENT. SCHEDULE DENTAL APPOINTMENTS.
MAINTAIN RECORDS ON PATIENTS. MAINTAIN THE INVENTORY OF DENTAL
SUPPLIES. PERFORM CLINICAL LABORATORY PROCEDURES. OPERATE DENTAL
EQUIPMENT IN THE CARE AND TREATMENT OF PATIENTS. KEEP STATISTICAL
REPORTS ON CLINICAL ACTIVITIES. PERFORM PREPHYLAXIS AND ORAL HYGIENE
INSTRUCTION. PREPARE AND MAINTAIN DENTAL X-RAY DEVELOPING SOLUTIONS.

COMMENTS:

PLEASE SUBMIT A RESUME TO BE CONSIDERED FOR POSITION