



Dental Assistant

C00060

WHY WORK AT SPSCC?

South Puget Sound Community College embraces the diversity of our changing community and strives to reflect that diversity in our staff, faculty and student body. We cultivate an inclusive environment on campus while ensuring respect for all. Candidates representing all aspects of diversity are encouraged to apply.

MISSION AND VISION

South Puget Sound Community College's mission is to support student success in postsecondary academic transfer and workforce education that responds to the needs of the South Sound region. South Puget Sound Community College supports student success and builds prosperity by collaborating with leaders in industry, education, and our community to offer innovative, accessible, and affordable learning experiences. We employ devoted people who mirror the diversity of our community and contribute to an inclusive, welcoming environment. By investing in the creativity of our staff and faculty, we construct clear and compelling pathways that lead our students to successful outcomes on their educational journeys. We are fiscally strong and our mindful use of technology embedded in purposeful instruction helps students persist and achieve their academic goals. Our graduating class reflects the community we serve, and our students successfully transition from higher learning into the leaders and innovators of tomorrow.

SPSCC OFFERS

A generous benefit package including medical, dental, vision,

Position type:

Full-time classified, 11-month, overtime eligible permanent position.

Salary:

\$3,353 - \$4,399/month; Range 47

Opens:

November 22, 2017

Closes:

December 15, 2017

Location:

[Main Campus; Olympia, WA](#)

South Puget Sound Community College seeks a highly enthusiastic, motivated and qualified individual for the position of Dental Assistant in the Dental Assisting Program.

The Dental Assistant reports to the Dental Assisting Program Director and is responsible for assisting dentists, faculty, and students in the Dental Assisting Technology Program. The Dental Assistant is responsible for maintaining supplies and equipment, and instructing and supervising students as needed to achieve the safe and appropriate delivery of dental services while providing an effective learning experience for students in both the campus Dental Clinic and in labs.

This position is a full-time, 11-month position.

Hours of Work are Monday –Friday 7:00am-4:00pm

KEY RESPONSIBILITIES

Dental Assisting duties

- Assist the dentist chairside including taking digital x-rays, fabricating and placing temporary crowns and fillings.
- Take impressions, place sealants, make chart entries using Dentrix Ascend, take patient vitals, and place dental dams and matrixes.
- Maintain supplies and equipment.
- Maintain required safety and emergency protocols, manuals, and materials.

Instruct students in the Dental Clinic and labs

- Instruct students in the appropriate role of dental assistants in the delivery of patient care; guide, demonstrate, and explain dental assisting duties.
- Correct students as necessary.
- Guide and monitor dentist's instructions and interactions with students.
- Maintain student clinic logs and evaluations.

Assist faculty in the Dental Clinic and labs

- Set up labs and tear down as needed.
- Maintain supplies and equipment.

Maintain current training and information sharing

- Attend division meetings, staff meetings, and advisory meetings.
- Maintain Dental Assistant credentials.

life insurance, long-term disability, retirement, and optional deferred compensation programs. The position is eligible to participate in the Department of Retirement Systems (DRS) retirement plan. Employees have the option to participate in two tax-deferred retirement investment programs. For health benefit information go to Washington Health Care Authority

COMPENSATION

Your paycheck is just part of your total compensation package, with an employee benefits package worth about 30% of your salary.

VACATION AND SICK LEAVE

Annual leave includes vacation, 11 paid holidays, and sick leave. Additional leave may fluctuate as a result of the WFSE union bargaining agreement

EQUAL OPPORTUNITY EMPLOYER

South Puget Sound Community College (SPSCC) is an equal opportunity/Affirmative Action employer and welcomes all qualified applicants. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientations and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities or any other legal protected status are encouraged to apply. SPSCC complies with the Americans with Disabilities Act. South Puget Sound Community College is a drug-free workplace. South Puget Sound Community College employs only U.S. citizens and aliens authorized to work in the United States. New employees must provide proof of identity and employment eligibility.

CONDITIONS OF EMPLOYMENT

MINIMUM QUALIFICATIONS

- Two years of experience as a dental assistant or equivalent education/experience.
- Current Registered Dental Assistant or Expanded Function Dental Auxiliary license.
- Demonstrated commitment to high-level customer service.
- Excellent written and verbal communication skills, including good listening skills.
- Strong organizational skills, ability to work independently and prioritize multiple tasks, strong aptitude for attention to detail and accuracy of information.
- Ability to communicate and present oneself in a professional manner.
- Ability to work well with others and function as a team member.
- Ability to assess student needs and work both independently and cooperatively to address these needs.
- Ability to guide and supervise the work of others.
- Experience with inventory control.
- Position requires a high degree of accuracy and attention to detail.
- Advanced knowledge of computers and software applications, specifically Dentrix Ascend, Microsoft Word, Outlook and Excel.
- Ability to work effectively with a diverse population of students, faculty, administrators and support staff in accomplishing tasks.

PREFERRED QUALIFICATIONS

- Graduate of an ADA Accredited Dental Assisting Program.
- Current Certified Dental Assistant.

SUPPLEMENTAL QUESTIONS

Your application and these questions will be used to evaluate your qualifications. You must complete these questions to be considered for the position. *Please answer the following questions on a separate sheet of paper. You may type or write your answers but they must be clear and legible.*

1. What interests you in this position and how do you think your prior experiences and interests prepare you for it?
2. Please list your intermediate or advanced skill level in the following Microsoft applications, and **describe** some of the functions that you have utilized them for:
 - a. Word
 - b. Excel
 - c. Outlook
 - d. Dentrix Ascend
 - e. Other software/database applications you have used.
3. Please describe how you will contribute to the diversity of this campus.

HOW TO APPLY

Interested candidates may apply by submitting the following items:

This position is in a union bargaining unit. As a condition of employment, you must within 30 days after appointment (1) become a member of the Washington Federation of State Employees, or (2) pay a representation fee, or (3) pay a non-association fee. Nonpayment of such fee is grounds for dismissal. Any dispute between the employee and the employee organization as to the amount of the representation fee can be resolved only under the procedures provided by the employee organization, not the employer.

Physical Work Environment:

This position will work primarily in a dental clinic and office environment and requires manual dexterity, mobility and a moderate amount of physical effort, incumbent must have the ability to stand for long periods. The ability to work under pressure, meet deadlines and accommodate numerous interruptions while performing multiple tasks is essential. This position may require climbing a small stepladder and moving boxes or equipment weighing up to 30 pounds.

- [Completed SPSCC Employment Application](#)
- Letter of formal application that specifically addresses your ability to perform the responsibilities and competencies described in this announcement.
- Resume of all educational and professional experience that demonstrates how you meet the minimum qualifications.
- Responses to the Supplemental Questions.

Send application materials via one of the delivery methods below- email is preferred:

E-mail: jobline@spscc.edu Fax: (360) 596-5706

Mail: Human Resource Office
South Puget Sound Community College
2011 Mottman Road SW
Olympia, WA 98512

Applications received by the closing date may be used to fill similar vacancies, which may occur over the next six months.