



DEPARTMENT: Community Services/WAMAC

NATURE OF WORK:

Diagnoses and treats diseases, injuries, and malformations of teeth and gums and related oral structures primarily in children. May treat diseases of nerve, pulp, and other dental tissues affecting vitality of teeth. Work is performed under the managerial direction of the WAMAC Executive Director.

ESSENTIAL FUNCTIONS OF THE JOB:

Uses masks, gloves, and safety glasses to protect themselves and patients from infectious diseases.

Administers anesthetics to limit the amount of pain experienced by patients during procedures.

Examines teeth, gums, and related tissues; using dental instruments, x-rays, and other diagnostic equipment to evaluate dental health; diagnoses diseases or abnormalities and plans appropriate treatments; charts pathology including medical information.

Formulates plan of treatment for patient's teeth and mouth tissue.

Uses air turbine and hand instruments, dental appliances, and surgical implements.

Advises and instructs patients regarding preventive dental care, the causes, and treatment of dental problems, and oral health care services.

Designs, makes, and fits prosthodontic appliances such as space maintainers, bridges, and dentures, or writes fabrication instructions or prescriptions for denturists and dental technicians.

Diagnoses and treats diseases, injuries, and malformations of teeth, gums and related oral structures, and provides preventive and corrective services.

Fills pulp chamber and canal with endodontic materials

Writes prescriptions for antibiotics and other medications.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND PHYSICAL REQUIREMENTS:

Duties are performed primarily in a dental office setting at the Olde Towne Medical Center. Operates copier, fax, and power dental office equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities, including symptoms, treatment alternatives, drug properties, and interactions, and preventive health-care measures.

Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Knowledge of chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Skill in using scientific rules and methods to solve problems.

Skill in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Skill in understanding written sentences and paragraphs in work-related documents.

Skill in determining the kind of tools and equipment needed to do a job.

Skill in considering the relative costs and benefits of potential actions to choose the most appropriate one.

Skill in managing one's own time and the time of others.

Skill in teaching others how to do something.

Skill in understanding the implementation of new information for both current and future problem-solving and decision-making.

Ability to tell when something is wrong or is likely to go wrong. It doesn't involve solving the problem, only recognizing there is a problem.

Ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Ability to listen to and understand information and ideas presented through spoken words and sentences.

Ability to communicate information and ideas in speaking so others will understand.

Ability to apply general rules to specific problems to produce answers that make sense.

Ability to speak clearly so others can understand you.

Ability to identify and understand the speech of another person.

Ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

Ability to see details at close range (within a few feet of the observer).

Ability to read and understand information and ideas presented in writing.

MINIMUM QUALIFICATIONS

Doctor of Dentistry degree from an accredited dental school and some experience working with children in a dental setting or any equivalent combination of education, training, and experience providing the knowledge, abilities, and skills cited above. Experience in a graduate interim program or general dental practice with an emphasis on pedo-dontics and sedation a plus.

NECESSARY SPECIAL QUALIFICATIONS

Requires current Virginia Dental License and DEA Registration Number.

Date: June 2007

DentistPedo_070_095_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Dentist (Pedo-Dontic) Position Number: 070
Department: WAMAC Division: 095

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to reason and make judgments
- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- Not essential to job functions

2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input type="checkbox"/> Use telephone | <input type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input type="checkbox"/> Use a calculator | <input checked="" type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>Dental Equipment</u> _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: Perform dental procedures. _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

| Ability to manipulate materials and/or equipment (lbs) | | | | | | | Frequency of Manipulation | | |
|--|----|------|-------|-------|-------|-----|---------------------------|------------|--------------|
| | 5- | 5-10 | 10-15 | 15-25 | 25-50 | 50+ | Occasionally | Frequently | Continuously |
| Lift | | | | | | | | | |
| Push/Pull | | | | | | | | | |
| Hold/Carry | | | | | | | | | |

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

| <u>Ladders</u> | <u>Stairways</u> | <u>Steps</u> |
|---|---|---|
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

| | Duration (hours/day) | | | | | | Occasionally | Frequently | Continuously |
|--------------|----------------------|-----|-----|-----|-----|----|--------------|------------|--------------|
| | 0-1 | 1-3 | 3-5 | 5-7 | 7-9 | 9+ | | | |
| Stand | | | ✓ | | | | | ✓ | |
| Sit | | | | ✓ | | | | ✓ | |
| Walk | ✓ | | | | | | ✓ | | |
| Run | | | | | | | | | |

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

| Transmission | Standard | Automatic | Multi-Gears |
|-------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Car | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Van | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Small Truck | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Medium Truck | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Large Truck | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Truck w/Equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Heavy Bus Equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Not essential to job function | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Other (list) _____ | | | |