DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT	POSITION NUMBER (Agency – Unit – Class – Serial)
California Correctional Health Care Services	065-926-9296-001
UNIT NAME AND CITY LOCATED Adult Correctional Dental Care, Region I	CLASSIFICATION TITLE Dental Assistant, CF
	WORKING TITLE Dental Assistant, CF

COI	WORK WEEK GROUP	CBID	TENURE	TIME BASE
Yes ☐ No ☑	2	R20	P	FT

SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO
INCUMBENT (If known)	EFFECTIVE DATE

The California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.

CDCR/CCHCS values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.

CDCR and CCHCS are proud to partner on the California Model which will transform the correctional landscape for our employees and the incarcerated. The California Model is a systemwide change that leverages national and international best practices to address longstanding challenges related to incarceration and institution working conditions, creating a safe, professional, and satisfying workplace for staff as well as rehabilitation for the incarcerated. Additionally, the California Model improves success of the decarcerated through robust re-entry efforts back into to the community.

PRIMARY DOMAIN:	

Under the direction of the Regional Dental Director, Adult Correctional Dental Care (ACDC), California Correctional Health Care Services (CCHCS), the Dental Assistant, CF is assigned to work in the Headquarters Regional Program Support Team (PST). The Dental Assistant, CF assists in monitoring the regional institutional dental departments by utilizing quality assessment and review tools to evaluate and ensure compliance with the Health Care Department Operations Manual (HCDOM), Chapter 3, Article 3 Dental Care. **Extensive travel is associated with this position up to 60%.**

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use addition sheet if necessary)*
	ESSENTIAL FUNCTIONS
30%	Provides technical assistance in monitoring and evaluation of ACDC data and the roles and responsibilities of the institution Dental Assistant, CF. Participates in reviews of patients electronic Unit Health Records (e-UHR), observes and utilizes implemented systems, assists in interviews with staff and patients, and reviews Proof of Practice materials. Assists clinical and administrative staff in the collection of data, audit preparations and audit findings using the appropriate assessment/survey tools.

25%	Assists in the development of clinical dental outcome measures by conducting surveys to evaluate the chair side Dental Assistant, CF duties and responsibilities, e.g., Infection Control Procedures, Radiographic Procedures, operatory set-up and breakdown, operatory flow, needles, sharps and tools control, dosimetry, sterilization process, handling of hazardous materials, record-keeping, patient processing, health and safety requirements, dental clinic administrative procedures, dental clinic operations and health record management.
20%	Assists institution clinical and non-clinical staff in establishing an effective Quality Management System that continuously evaluates and improves ACDC, especially those areas where the Dental Assistant, CF are directly involved. Provides technical assistance to dental field staff in setting up data collection, and reporting mechanisms, performs periodic self-audits, and develops Quality Improvement Plans as it relates to Dental Assistant, CF duties and functions. Assists dental field staff in the development and maintenance of local operating procedures related to Dental Assistant, CF duties and responsibilities in the dental clinic.
10%	Assists in the development of training for custodial and non-custodial staff, and the creation of training materials as it relates to Dental Assistant, CF duties and responsibilities. Delivers on-site training which includes clinical and non-clinical duties and responsibilities of the Dental Assistant, CF in accordance with the Health Care Department Operations Manual (HCDOM), Chapter 3, Article 3 Dental Care.
5%	Performs Dental Assistant, CF clinical duties at institution dental clinics as needed during Dental Assistant, CF staff shortages. The clinical duties performed shall be in accordance with the duties and responsibilities of a Dental Assistant, CF under the guidelines and regulations set forth by the Dental Board of California, Dental Practice Act and the HCDOM, Chapter 3, Article 3 Dental Care.
5%	Participates in the committees, subcommittees, and Quality Improvement Teams that comprise the headquarters' performance management system. Provides recommendations on ways to improve the Dental Assistant, CF roles and responsibilities. Attends In-Service Training sessions and continuing education classes, where appropriate, and maintains appropriate licensures and Cardiopulmonary Resuscitation certification. Attends staff meetings.
5%	Performs other related duties as required.
	KNOWLEDGE AND ABILITIES *Knowledge of:* Principles and methods of sterilization; uses of the more common dental instruments, equipment, and materials; dental hygiene and prophylaxis; dental office procedure and principles of modern dental record keeping; techniques used in dental x-ray; and names of the teeth and various surfaces of the crown of the tooth. *Ability to:* Communicate effectively at a level required for successful job performance; identify the more common dental instruments, equipment, and materials; mix dental material and prepare dental accessories; stand for long periods of time; analyze situations accurately and adopt an effective course of action; follow directions; and maintain effective

working relationships with health care professionals and others.

DESIRABLE QUALIFICATIONS

OTHER DOMAINS

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT

- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of patients. Assignments may include sole responsibility for the supervision of patients and/or the protection of personal and real property. Persons must be able to meet the physical demands associated with the position. The requirements would include but not limited to the following:

- Lift and carry occasionally to frequently, up to 20 pounds.
- Sit and stand occasionally to frequently.
- Stoop, bend, kneel, reach, squat, climb, crawl, twist and stretch, occasionally to frequently.

Ability to perform during stressful situations encountered on the job without compromising their health and wellbeing or that of their fellow employees or that of patients.

SPECIAL PERSONAL CHARACTERISTICS

- Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE