DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Dental Program	CLASSIFICATION TITLE Supervising Dental Assistant, Correctional Facility				
	WORKING TITLE				
	COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)	EFFECTIVE DATE				

California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.

PRIMARY DOMAIN:

Under the direct supervision of the Supervising Dentist (SD), Correctional Facility (CF) and the clinical direction of the treating Dentist (DDS), CF, the Supervising Dental Assistant (SDA), CF provides supervision, support, training, and leadership to the Dental Assistants (DA), CF. The SDA, CF supervises, plans, and directs the duties and overall responsibilities of the DA, CF at an institution and adheres to Health Care Department Operations Manual (HCDOM), and State and/or federal regulations.

% 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
60%	Plans and coordinates the schedule and assignment for the DA, CF in accordance with day-to-day clinic requirements and staffing levels. Supervises the duties of the chair-side, back office, and self-care DA, CF. Monitors DA, CF work performance to ensure that each DA, CF is fully trained and skilled in all phases of DA, CF duties (e.g., chair-side, back office, and self-care). Ensures chair-side, back office, and self-care duties are completed daily. Serves as liaison between custody and the DA, CF to communicate program modifications or absence of a scheduled patient. Ensures timely arrival of general and non-general patient population. Monitors DA, CF attendance and reviews/approves monthly timesheets. Plans staffing needs for anticipated DA, CF vacancies; recruitment, and/or Registry. Provides daily accountability for each DA, CF; meets and confers with DA, CF to review daily treatment performance, staff distribution, and issues pertaining to the

	delivery of patient dental care. Oversees, monitors, and documents the completion of prosthetic cases. Serves as the primary contact for the Registry DA. Initiates institution procedures for gate clearances. Ensures Registry DA completes the mandated employee orientation and training. Organizes and arranges for institution key/chit distribution. Oversees daily clinic inspections of patients for contraband and the alteration or destruction of dental equipment and supplies. Acts as a clinical liaison between the SD, CF; DDS, CF; DA, CF; Registry DA; and the Registered Dental Hygienist, CF. Reviews, coordinates, and directs activities of DA, CF to ensure compliance with HCDOM, Chapter 3, Article 3 Dental Care, and State and federal regulations. Reviews staff work and procedures to ensure compliance with infection control standard precautions, including tool control procedures, control of needles and sharps, biohazard waste handling, storage, collection, and disposal, spore testing of sterilizers, and mandated record documentation.
15%	Supervises and coordinates ordering and purchasing of clinical supplies and dental equipment. Oversees equipment repair and maintenance contractor(s) to ensure their work is completed timely, accurately, and in accordance with the current equipment repair and maintenance contract. Schedules and tracks equipment repair and maintenance. Processes gate clearances and transports/escorts equipment technicians within the institution. Reports, logs, and coordinates the replacement of broken instruments. Oversees the inventory, procurement, and tracking of major/minor equipment and supplies, including all dental tools and instruments. Ensures supplies are ordered on an as-needed basis.
10%	Assists in developing training programs, documents training attendance, prepares lesson plans, creates training materials, and provides training as needed. Ensures all DA, CF are trained on the HCDOM, Chapter 3, Article 3 Dental Care. Completes individual performance reviews for DA, CF and implements progressive disciplinary action as appropriate. Prepares reports to the SD, CF summarizing, compliance information. Assists with auditing and monitoring each dental clinic to ensure post *Perez* compliance.
10%	Provides DA, CF relief duties as needed during absences. Supervises the monitoring and tracking of patient trust-withdrawals. Reviews dental priority classifications to ensure dental treatment priorities are completed within required timeframes.
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. Principles and practices of personnel management and effective supervision; a supervisor's responsibility for promoting equal opportunity in hiring, employee development, and promotion and for maintaining a work environment which is free of discrimination and harassment; and the incarcerated Appeals (CDC 602) Program. *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. In addition to the above, handle dental instruments and materials with dexterity to prevent injuries to staff, the incarcerated, and patients. **LICENSE REQUIREMENT** Possession of a current license as a Registered Dental Assistant in California.

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 the incarcerated.

Persons must also 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 well-being or that of their fellow employees or that of the incarcerated.

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