

OCTOBER 2019
FLSA: NON-EXEMPT
SALARY: GRADE H

CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DENTAL EDUCATION CENTER LABORATORY ASSISTANT

BASIC FUNCTION: Under the supervision of the area administrator, provides oversight of infection control processes; oversees inventory and instructional supplies; and coordinates the storage and disposal of biohazardous and chemical waste.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable.

REPRESENTATIVE DUTIES:

1. Develops, implements, and maintains clinic safety and infection control protocols and procedures to comply with federal, State, local, and District environmental health and safety requirements; and performs sterilization of instruments, equipment and disposable supplies in autoclave.
2. Organizes and maintains inventory for the Dental Education Center (DEC) clinic and the dental materials lab; inventories supplies, organizes stock in all clinical and lab storage areas, and reorders stock based on current and projected usage.
3. Performs equipment set-up, operation, testing, maintenance, sterilization/cleaning, and repair; inspects equipment, personal protective equipment, oxygen tanks, and related items to ensure they are in good working order, records results and informs staff of issues.
4. Assists with updating clinic manuals and other pertinent educational documents for clinic and laboratory teaching, including new or modified lab/clinic policies and procedures.
5. Collects laboratory tests and performs spore and water testing; conducts safety and hygiene tests, including testing on safety of sterilization equipment and ensures repairs are made, if needed, after testing.
6. Collects, monitors, controls, labels, logs, and stores and arranges for safe disposal of hazardous chemical and biological waste.
7. Works in conjunction with the program director to ensure that students and clinic staff meet Occupational Health and Safety Administration (OSHA) and other regulatory guidelines; prepares weekly quality control reports, and keeps records of all licenses, permits, and certifications, including CPR records for clinic personnel.
8. Maintains a friendly, supportive atmosphere for students, staff, faculty and the public.
9. Maintains records of all mandated training sessions, including OSHA and Health Insurance Portability and Accountability Act (HIPAA), with faculty and staff.
10. Maintain standards of sterilization and infection control with clinic and lab environments
11. Performs other duties, related to the position, as assigned.

EDUCATION AND EXPERIENCE: Graduation from high school or GED equivalent and three years of experience working in a dental office, including front and back office experience; and six hours of continuing education in infection control/OSHA standards within the last two years and must maintain this standard as a condition of employment.

LICENSE/CERTIFICATIONS: A Registered Dental Assistant certification is preferred. Experience sterilizing instruments and equipment maintenance is also preferred.

KNOWLEDGE OF:

1. HIPAA guidelines/regulations.
2. Dental front and back offices procedures.
3. Dental information management systems and record keeping
4. Traditional radiology processing and digital processing procedures
5. Sterilization and infection control techniques and equipment
6. Principles, practices, and environmental health and safety regulations applicable in the disposal of waste and hazardous waste materials.
7. DEC policies and procedures regarding sterilization and infection control to maintain DEC standards.

ABILITY TO:

1. Generate and maintain accurate records, databases, reports, and files.
2. Promote and maintain effective working relationships with those contacted in the course of work.
3. Work independently in carrying out assignments of position.

CONTACTS: Will include students, staff, faculty, administrators, vendors, alumni and the general public.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. May require occasional travel.

WORKING CONDITIONS: Normal dental clinic is the working environment.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff and the community.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.