



# Dental Assistant

Tulsa Job Corps Center  
1133 N. Lewis Ave.  
Tulsa, OK 74110-4776  
<https://tulsa.jobcorps.gov/>

Reports to the Wellness Manager and is an hourly, non-exempt position. Assists Dentist in the operation of the dental clinic. Demonstrates on-going commitment to preparing young people for the workforce by modeling, mentoring and monitoring excellence in the eight Career Success Standards of: workplace relations and ethics; information management; communications; multicultural awareness; personal growth and development; career and personal planning; interpersonal skills and independent living.

## Duties and Responsibilities:

- Demonstrates and abides by ODLE Core Values and operating principles.
- Prepares dental instruments.
- Develops and mounts X-rays.
- Makes dental appointments.
- Maintains supplies and equipment.
- Prepares written reports as necessary.
- Assists in training students.
- Attends required staff training sessions
- Clearly communicates and consistently models appropriate CSS and employability skills including personal responsibility and computer fluency.
- Maintains accountability of staff, students, and property, adheres to safety practices in all areas of responsibility.
- Cultivates and maintains a climate on center that is free of harassment, intimidation and disrespect to provide a safe place for staff and students to work and learn.
- Performs other duties as assigned.

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

## Education and Experience Requirements:

- High school graduate or equivalent. Minimum of one-year dental training. Must be certified in state. Six months work-related experience.
- Prefer two or more years' work-related experience.
- Valid State driver's license in the state of employment with acceptable driving record.

**Additional Requirements:** Sound dental assistant techniques. Excellent record-keeping skills. Good organization skills. Ability to operate a personal computer. Ability to communicate effectively and relate to trainee population. Position requires an ability to operate office equipment. In addition, individual must be able to interact with team members and maintain an effective working relationship with all facility staff and departments.

**Working Conditions:** This position involves frequent sitting and occasional standing, walking, bending, stooping, and squatting. Applicant must be able to see, hear, and speak.

**Environmental Demands:** Position requires ability to spend 5% of work time outside and 95% of work time indoors; ability to withstand moderate noise levels, including voice levels 90% of work time; ability to work in high temperature settings during the summer months; and ability to work in low temperature settings in winter months.