

## STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV38053</b>
<b>Job Class Code:</b>	<b>580</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>05</b>	<b>Grade:</b>	<b>14</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>11/03/87</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>10/17/94</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Dental Series

**JOB CODE TITLE:** DENTAL EDUCATION TECHNICIAN

**HRIS TITLE:** DENTAL EDUC TECH

**WORK DESCRIPTION:** Performs a variety of administrative and paraprofessional duties relating to dental health education programs; makes preventive oral health care presentations to various community organizations, school nurses, health aids and administrators.

**WORK ACTIVITIES:** Develops, prepares, and evaluates a variety of health education materials and handouts relating to the preventive oral health and dental education programs.

Distributes educational materials on dental care to schools or other groups.

Provides oral hygiene instruction on an individual or small group basis. Meets with dental health and educational groups to promote oral hygiene and dental health programs.

Makes presentations, displays exhibits, equipment and written materials for health fairs, seminars and conferences; collects data, statistical reports and maintains records relating to the program(s).

Monitors progress of ongoing oral health education; provides dental assistance as required for special programs.

Searches for and retrieves information from files and responds to informational requests requiring some judgment or discretion regarding current and specific business of the work system, as reflected in the records; this communication may be by telephone or by direct personal contact.

Compiles information for and writes periodic reports on own work activities.

Performs related work as required.

**WORK CONDITIONS:** Requires some travel.

**SUPERVISION:** Under general supervision, performs assigned duties within established program parameters.

**WORK RESULTS/PRODUCTS:** Completed preventative oral health care presentations; completed educational materials; current, up-to-date records; completed statistical reports.

**RESPONSIBILITY:** For timely and accurate completion of work assignments; scheduling and prioritizing work assignments within well-established timeframes; conducting educational presentations.

**AUTHORITY:** To schedule authorized presentations; make recommendations for new and/or revised program policies and procedures.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** public health programs which relate to preventive oral health care; methods and procedures used in the development and revision of educational material; oral hygiene methods, procedures and techniques; dental terminology, equipment and practices.

**Skill/Ability to:** communicate verbally and in writing; compile a variety of statistical data; develop and/or revise educational materials; establish and maintain work relationships with representatives of community organizations and agency staff.