



## Lead Dental Dispensary Aide Job Description

### JOB INFORMATION

<i>Job Code:</i>	191109
<i>Job Title:</i>	Lead Dental Dispensary Aide
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.
<i>Job Family:</i>	Dental Laboratory
<i>Job Family Group:</i>	Dentistry
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Assists in supervising staff in the operation and maintenance of one or more dental dispensaries. Supports management and distribution of inventory; assists in the hiring and training of new staff; and assists in preparing and supervising simulation and wet labs.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
	X	Specialized/technical training	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		2 years	in dentistry, healthcare, higher education, and/or customer service.
	X	3 years	in dentistry, healthcare, higher education, and/or customer service.

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Proven ability to interact effectively with faculty, staff and students.
X		Understanding of dental terminology and clinical documentation.
X		Working knowledge of HIPAA compliance and OSHA healthcare guidelines.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Excellent problem-solving, interpersonal, conflict resolution, and oral and written communication skills.
X		Demonstrated administrative and organizational skills, with superb attention to detail, and the ability to successfully multitask and shift priorities.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists in supervising staff in the operation and maintenance of one or more dental dispensaries. Resolves daily operational issues and student concerns in the absence of the dispensary supervisor.				
Assists in sterilization, lubrication, management, and packaging of dispensary inventory. Prepares curriculum materials for distribution and consumable inventory for sales. Reinforces proper infection-control policies and personal protective equipment (PPE) standards. Assists in managing digital equipment registry, as well as verification of student records for outstanding equipment and materials.				
Assists in the hiring and training of new staff. Trains and enforces compliance and protocols in dispensaries. Assists in the development and implementation of departmental goals.				
Assists in preparing, supervising, and maintaining simulation and wet labs. Provides training and guidance on proper techniques for handling used instruments, disposable materials, chemicals, and dental materials as necessary.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
	<b>Campus Security Authority (CSA)</b>		<b>Essential:</b>
	By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>		No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are

not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.