

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE
TEMPORARY POSITION DESCRIPTION**

POSITION TITLE: Dental Assistant

DEPARTMENT/LOCATION: Health, Human & Public Services – Moreno Valley College

BASIC FUNCTIONS: Assist the Dental Hygiene Program

REPRESENTATIVE DUTIES:

1. Set-up and break down portable dental units.
2. Deliver oral health presentations to school children.
3. Assist in the oral screening of school children.
4. Assist in the placement of sealants.
5. Assist in the application of fluoride
6. Works collaboratively with the Assistant Project Coordinator, Dental Hygiene Program director, local elementary schools and staff.
7. Performs other duties as needed.

QUALIFICATIONS: High school diploma required. Certificate of completion in Dental Assistant Program desired. Ability to speak in front of groups, accurately record data, use a computer, work with different populations, and work with children.

HOURS / DAYS: A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

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.