



CLASSIFICATION NO. 553
Established: 1/22
Revised: 4/23
FLSA: Non-Exempt
EEO: 5

DENTAL STERILIZATION TECHNICIAN

CLASS CHARACTERISTICS

Under supervision, to provide sterilization of dental instruments and trays; to conduct and organize documentation of sterility assurance testing including biological indicators; to perform maintenance of sterilization equipment; to perform necessary clerical and technical support functions and duties; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Clackamas Health Centers Division within the Department of Health, Housing and Human Services is a Federally Qualified Health Center that offers primary care, dental services and behavioral healthcare at multiple primary care, behavioral health, and school-based health centers.

The Dental Sterilization Technician provides sterilization of dental instruments and trays including sorting, cleaning, and decontaminating instruments following standard procedures and techniques. Incumbents are responsible for inventory control and maintenance, environmental maintenance checks, and may clean or prepare operatories. Incumbents also provide clerical duties such as maintaining dental records, scheduling appointments, maintaining adequate supplies, and referring patients to other medical and dental assistance programs.

The Dental Sterilization Technician differs from the Dental Assistant, EFDA which assists Dentists and Dental Hygienists in the examination, maintenance and repair of gums and teeth and is certified as an Expanded Functions Dental Assistant.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Sterilizes dental instruments and trays; assembles, wraps, decontaminates, and sterilizes trays of instruments, dental supplies, and equipment following proper standard precautions in decontamination and sterilization areas; monitors biological and chemical wash solutions to ensure quality and consistency for decontamination of instruments and dental equipment.
2. Maintains inventory of equipment; restocks, labels, collects, and distributes instruments and trays; sorts and makes equipment and instruments available for use; inspects instruments, verifies that instruments function properly, and removes defective instruments.
3. Performs environmental maintenance duties; assists in maintaining inventory levels in sterile processing, clinic areas, and equipment storage; performs maintenance checks,

documentation, and services on sterilization equipment; monitors issues with autoclave function or outcomes of biological testing.

4. Cleans and prepares operatory; assists with waterline testing, shocking, and maintenance of operatory equipment.
5. Screens phone calls, walk-in patients and referred patients for eligibility for services; schedules clients to appropriate dentists according to need and urgency; makes reminder phone calls; refers patients to medical and dental assistance programs or to area dentists.

REQUIRED KNOWLEDGE AND SKILLS

Working Knowledge of: standard office procedures, techniques and equipment; basic math; English usage, spelling, grammar and punctuation, both orally and in writing.

Some Knowledge of: appropriate cleaning, disinfecting and sterilizing techniques; OSHA standards for cleaning and sterilization procedures within a dental clinic; materials, instruments and tools used in the field of dentistry and oral hygiene; dental record documentation processes; HIPAA guidelines.

Skill to: maintain and sterilize dental instruments and equipment; implement standard office procedures and use modern office equipment effectively; communicate effectively, both orally and in writing; establish and maintain effective working relationships with the public, other health care professionals and patients; maintain strict patient confidentiality as outlined in HIPAA guidelines.

WORKING CONDITIONS

Possible exposure to blood borne pathogens and potentially hazardous chemicals; expected to observe proper infection control procedures.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: None required.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Basic Life Support (BLS) certificate.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

POST-EMPLOYMENT REQUIREMENTS

Successful completion of the Infection Control Exam within three (3) months of hire.