

## Dental Assistant

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Company: Department of Corrections Executive Leadership

Location: United States

Category: other-general

### Introduction

The Department of Corrections is focused on public safety through the custody and supervision of those in our care. Corrections employees have the opportunity to positively impact the lives of others through careers in a variety of fields. Using cutting-edge research and evidence-based approaches, employees implement lasting change with a positive impact for the people of Wisconsin.

The is currently accepting applications for **Dental Assistant**

### Current Vacancies:

Dodge Correctional Institution (Waupun, Dodge County)

Kettle Moraine Correctional Institution HSU (Plymouth, Sheboygan County)

Oakhill Correctional Institution HSU (Oregon, Dane County)

Taycheedah Correctional Institution (Fond du Lac, Fond du Lac County)

including (for full time employees) a minimum of 3.5 weeks of vacation/year, 4.5 days of personal holiday, 9 paid legal holidays, and up to 16.25 days of accrued sick time that can roll over from year to year.

An exceptional pension plan with employer match and lifetime retirement payment, plus access to an optional tax-advantaged 457 retirement savings plan.

DOC is a qualifying employer for the program.

The administered by WebMD, provides tools and resources to help participants set health and well-being goals, track progress, stay motivated, and earn incentives.

EAP: A free and confidential employee assistance program offering employees and their immediate family/dependents a variety of tools, resources, and professional consultation services to support their health, goals, and overall well-being.

for a quick downloadable summary of State of Wisconsin employment benefits or click to explore State of Wisconsin employment benefits on the website. To help you understand what your benefit package would be worth, please see the Total Rewards Calculator .

Part-time employees will receive some of the benefits listed above on a prorated basis.

Candidates hired into positions that are less than 60% of a full-time position may not be eligible for all benefits. If you are invited to interview, the invitation will specify if the position part time including the percentage or hours per week.

### **Position Summary**

These positions provide chairside dental assistance and office support services in an institution dental clinic.

Duties may include charting, maintaining records, processing radiographs, preparing molds and models, cleaning and sterilizing equipment, and providing patients care instructions.

This position will need to keep current on dental assisting, dental materials, and office procedures.

This position will also be involved in managing appointments, patient records, and inventory.

### **Salary Information**

This position is in pay schedule and range 06-11 with a starting pay rate of **\$19.52/hour**.

Pay will be set in accordance with the Compensation Plan and Wisconsin Administrative Code in effect at the time of hire.

Candidates with no prior permanent employment with the State of Wisconsin in the past 5 years may be eligible to accept a **sign-on bonus of \$2,000**. The sign-on bonus will be paid in two installments: \$1000 on the first paycheck and \$1000 with the paycheck for the pay period in which the employee attains permanent status (usually 1 year). (UW System employment isn't disqualifying.)

To receive the bonus, a candidate must sign an agreement indicating they will remain in that position for a year. If the candidate leaves their position prior to completing the one year, they

may be required to reimburse the initial payment.

### **Job Details**

Applicants must be legally authorized to work in the United States (i.e. a citizen or national of the U.S., a lawful permanent resident, or an alien authorized to work in the U.S. without DOC sponsorship) at the time of application.

The Department of Corrections will conduct criminal background checks on applicants prior to selection. Upon hire, all new DOC employees are subject to fingerprinting. The Department of Corrections may conduct pre-employment drug screens. Any applicant who is offered employment in a position which requires a pre-employment drug screen must pass the screen as a contingency of employment.

The State of Wisconsin is an Equal Opportunity and Affirmative Action employer seeking a diverse and talented workforce. Please find more on the Department of Corrections' initiative.

For more in-depth information on employment with the State of Wisconsin, please see the

### **Qualifications**

Qualified Applicants will:

Be able to perform dental assistant procedures including:

Chairside assistance and expanded functions

Assisting for restorative, endodontic, prosthetic and oral surgical procedures

Have Knowledge of:

Infection control practices, sterilization techniques and aseptic procedures.

Dental laboratory & radiology procedures, including safety precautions.

Dental nomenclature and names of dental instruments and equipment.

Dental materials, their use, and storage procedures.

First Aid Procedures

Ethical standards of dental practice.

Have Experience in administrative tasks such as:

Filing and using a personal computer for tasks such as: General communication and correspondence, report preparation, and inventory control.

Special Requirement: Dental assistants will need to obtain and maintain certification in CPR (Cardio Pulmonary Resuscitation) and the use of an Automatic External Defibrillator (AED) and be able to perform said actions as needed.

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