

Civilian Personnel Office
52d Force Support Squadron
United States Air Force
Spangdahlem Air Base, Germany

Announcement Number: 104/2023

Opening Date: 23 Oct 23

Closing Date: Open until filled

Non-US Vacancy Announcement – Re-announcement of #86/2023

(IAW USAFEI 36-713)

Area of Consideration: Spangdahlem Air Base (Internal and External)

POSITION TITLE: *Dental Assistant (m/f/d)*

GRADE: K-0681-04

WORK HOURS: 19.25 hours per week, permanent part-time

ORGANIZATION: 52 OMRS/SGXD

LOCATION: Spangdahlem

On principle this position is also suitable for severely handicapped persons.

MAJOR DUTIES:

The primary purpose is to serve as a dental assistant performing a variety of supportive technical duties which facilitate the work of oral surgery procedures.

- **Performs chairside assistance duties during oral examinations and restorative treatments.** Lays out all instruments and materials needed for each treatment and prepares patient and operator. Prepares patient for treatment. Receives and seats patient and examines dental records. Obtains and records blood pressure and pulse of oral surgery patients before and after treatment. Passes instruments and materials to and retrieves them from the dentist. Keeps area of operation clear using high-speed evacuator, suction tip, and irrigation. Retracts tissue, tongue, and cheek. Performs intraoral procedures as directed by dentist, such as removal of sutures and placing and removal of rubber dams, periopacks, matrix bands and wedges. Keeps alert to condition of patient for signs of fainting, shock, or other distress. Pours and trims models from impressions and constructs custom impression trays. Relays dentist's instructions to patient for post-treatment care. Instructs patient in brushing and flossing techniques, care of prosthodontic appliance, and common causes of tooth decay.
- **Assists dentist in providing treatments to patients, which are complex, difficult, usually lengthy, and non-routine in nature.** Prepares patient for surgery. Receives and seats patient and conducts preliminary screening. Sanitizes patient's face and drapes patient with sterile sheets and towels. Obtains, monitors, and records vital signs, and takes and records medical history. Sets up instruments, equipment, and materials such as assembling syringes and IVs for anesthesia, and mixing materials for impressions and restorations. Participates in stand-up dentistry or four-handed sit-down dentistry depending upon the dentist performing the procedure. Adheres to necessary aseptic precautions throughout treatment. Assists dentist with simple and complex procedures such as tooth removal, surgical removal of impacted teeth, alveoloplasty, minor pre-prosthetic surgery of hard and soft tissues, and excisional biopsies.
- **Performs dental radiographic work. Positions the patient and the film and takes intra- and extra-oral radiographs of patients.** Exposes the film. Develops, fixes, washes, and dries the film using automatic and manual methods. Cares for the radiographic equipment and materials. Protects the patient and self against over-exposure to x-rays by using precautionary measures such as lead aprons, shields, and x-ray badges. Maintains, cleans, and performs minor repairs on radiographic equipment.

For further details, position description is available for review at Civilian Personnel Flight, Bldg. 151, Spangdahlem Air Base.

QUALIFICATION REQUIREMENTS/QUALIFIZIERUNGSANFORDERUNGEN:

Education and Training Level IIb - A completed apprenticeship with certificate of completion as dental assistant / -technician is required.

Creditable Experience Requirements:

<i>For pay grade</i>	<i>K-04</i>
With E&T level IIb	none

PROFICIENCY REQUIREMENTS:

- ELP Level 3: An excellent command of the English language is required: ELP 3 (passing score: 85%)
- Duties involve regular and recurring exposure to potential hazards of radiation in taking radiographs, orally communicable diseases, and of burns and cuts when sterilizing and sharpening instruments.
- May be required to wear surgical mask and eyeglasses when assisting during treatments to protect against flying debris, and lead aprons and shields as protection against radiation.
- Will be required to be current on all required vaccinations (to include Covid-19)

HOW TO APPLY/BEWERBUNG:

Application (USAFE Form 201) and Request for Placements Consideration (USAFE Form 10- if currently employed) and any **supporting documents** must be turned in to the Civilian Personnel Office, Bldg. 151, 54529

Spangdahlem or sent via email to 52FSS.spang.jobs@us.af.mil . All applications **must be received** by the closing date of the announcement. For further detailed information please call DSN 452-6080 or Commercial 06565-61-6080 (08:00 – 16:00, closed Tuesday afternoons) or check our website: <https://www.52fss.com/civilian-personnel-section>

The application cannot be considered if supporting documents are missing.

Applicants presenting foreign education & training credentials are required to obtain a letter of equivalency from the appropriate German authority of the state where he/she is residing. In Rheinland-Pfalz you may contact: Aufsichts- und

Dienstleistungsdirektion (ADD), Willy-Brandt-Platz 3, 54290 Trier,

Phone: 0651-9494-0, Fax: 0651-9494-170