TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Dental Assistant**
SUPERVISOR: **Dental Assistant Supervisor I & II/Assigned Doctor**
LOCATION: **Peter Christensen Dental Clinic (PCDC)**
POST DATE: **October 3, 2022**
CLOSING DATE: **Open until filled**

General Description: The primary responsibility of this position is to provide a diverse range of assistance in a dental office setting and operations. The employee will be working closely with the doctor in dental procedures and assist in the dental department as directed.

Qualifications: High School diploma or equivalent is required. Dental Assistance Technical Diploma preferred or experience assisting with dental procedures preferred. Medical training or customer service background is acceptable with eagerness to be trained. Strong communication and interpersonal skills are a must.

Salary: $11.00 - $20.00 hr. / Dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description

A. TITLE OF POSITION: Dental Assistant

B. DEPARTMENT: Peter Christensen Dental Clinic

C. SUPERVISOR'S TITLE: Dental Assistant Supervisor I & II/Assigned Doctor

D. DESCRIPTION OF DUTIES: Assist the doctor in all procedures, oral evacuation, mouth and tongue retraction, placing and removing cotton rolls, holding impression trays, taking alginate impressions, shade color matching, making temporaries, taking radiographs, etc. Chart all appropriate data of patient during exam and treatment, complete all paperwork (prior authorizations, referrals) pertaining to appointment. Check inter office e-mail and mailbox twice daily, assist with laundering of scrubs Make sure the charts are neat and easy to read. Specific responsibilities include, but are not limited to the following:

1. Seating each patient and seeing to their comfort and take/review an accurate Health History and vitals. Review chart and accuracy of appointments. Be aware of any special needs, Premedication, insurance coverage, lab orders.
2. Staying with the patient until doctor arrives. Be knowledgeable to answer questions and ability to put patient at ease. Give post-operative instructions.
3. Having all equipment sterilized and prepared for treatment.
4. Having the room fully prepared for treatment; ability to anticipate doctor's needs.
5. Routing the patient to the appropriate person after the appointment.
6. Take every opportunity to help educate patients on dentistry, home care, and their treatment or procedure.
7. Help maintain the day's schedule. If running behind, be sure to notify the patient service coordinator and/or receptionist so the next patient can be informed. Ability to make and break appointments as necessary. Call patients when they are late for scheduled appointment.
8. Be responsible for maximizing production by seeing that all possible work is completed that day, and making sure that cancelled slots are filled in with other patients.
9. Maintain necessary inventory by restocking and seeing that supplies are ordered through the office purchase order system.
10. Responsible for sterilization and infection control of all operatory equipment and instruments. Assist with sterilization of all instruments.
11. Turn on and off all necessary equipment, knowledge of routine daily, weekly and monthly maintenance of equipment.
12. Check on outstanding lab cases and make sure that they arrive on schedule.
13. Learn Dentrix Enterprise to maintain patient information.
14. Follow OSHA guidelines for infection control.
15. Follow HIPAA guidelines to maintain patient confidentiality. Return all files to the records room at the end of the day.

16. This is a learning/teaching facility. All employees are required to assist students and new employees.
17. Other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with patients and co-workers
2. **External:** Occasional contact with the residents of the community.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Job duties performed under the supervision of the Dental Assistant Supervisor I & II.

H. EDUCATION: High School diploma or equivalent is required, Dental Assistance Technical Diploma preferred.

I. EXPERIENCE: Experience assisting with dental procedures required.

J. SKILLS: Works cooperatively with staff and patients and resolves conflicts as they occur and include the following.

1. Has the ability to work under stress while maintaining professional and ethical codes of conduct.
2. Understands the socio-cultural factors associated with the community's use of dental services.
3. Identifies, ensures and maintains confidential information.
4. Accuracy in communication skills, both verbal and written.
5. Understands and abides by clinic policies, regulation and procedures.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Work is performed in a dental office setting, may be stressful at times, interaction with others is constant and interruptive.
2. **Exposure to Hazards:** Working in a dental clinic presents a potential exposure to blood borne pathogens and or bodily fluids; however, OSHA regulations are followed and monitored by the Dental Director.
3. **Physical Requirements:** Must be able to lift 50 lbs., bend and sit frequently and for long periods of time, requires normal range of body motion including manual and finger dexterity and eye/hand coordination and vision acuity and hearing.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Dental Assistant to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will be subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Employee must provide proof of immunity to measles, mumps, rubella, varicella at the time of employment and submit to a TB test. Employees must show proof of a full series (either one dose or two-dose) of COVID-19 immunization upon hire OR have an approved religious or medical exemption approved prior to start date. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURE:

Employee	**Date**	**Manager**	**Date**
Previously signed		**Previously signed**	
Tribal Administrator	**Date**	**Human Resources Director**	**Date**