

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: DENTAL ASSISTANT

EXEMPT: No	Job Code: 4-TS T5
TARGET SALARY: \$12.78 to \$15.04/DOQ	SHIFT: Mon- Thur 7 am to 6 pm
PROGRAM: Clinic	LOCATION: Clinic
REPORTS TO: Dental Officer	

SUMMARY: This position is located at the Sophie Trettevick Indian Health Center dental clinic. The purpose of this position is to support the dental team by performing a range of dental functions. This position allows the dental team to smoothly function and better serve the intended population.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Because of the Tribe's commitment to community service and the well being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Performs chair-side assisting duties, which encompass all routine dental procedures in general, dentistry.

Routes patients for medical laboratory procedures, completes dental laboratory work orders in compliance with dentists' instructions.

Responsible for cleaning, sharpening, packaging, and sterilizing all dental instruments and for proper storage when not in use.

Prepares patient and operatory for proper dental procedures including setting up the proper instruments necessary.

Responsible for proper exposure, processing and mounting of radiographic films.

Provide routine prophylaxis and topical fluoride treatment as assigned by dentist.

Responsible for fabricating temporary crowns and placing dental rubber dams.

Perform routine dental laboratory procedures, including taking primary impressions, pouring and trimming models, constructing custom trays, fabricating base plates and bite rims.

Responsible for keeping clinic well supplied and requisitioning supplies and equipment.

Relays to patient post treatment instructions as well as motivating and instructing patients in proper preventive techniques.

Maintain the dental clinic in a clean and orderly manner.

EDUCATION AND/OR EXPERIENCE:

Must have a High School Diploma or general education degree (GED).

One year experience preferred.

LANGUAGE SKILLS:

Have ability to read, analyze and interpret general dental periodicals. Have ability to effectively present information and respond to questions from groups of managers, clients, and community members in a courteous, professional manner, using tact and diplomacy.

REASONING ABILITY:

Ability to define problems collect data, establish facts, and draw valid conclusions. Have ability to interpret an extensive variety of technical instructions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conducted upon hire.

This position is classified as a sensitive Tribal position. Therefore, applicant must authorize a background investigation in order to be considered for an interview.

OTHER SKILLS AND ABILITIES:

Knowledge of eligibility resources and processing application.

Knowledge of HIPAA (Health Insurance Portability and Accountability Act) and the use of confidential information and health records as an integral part of the interviewing office function and the privacy of individuals which must be protected to the fullest extent possible.

Ability to establish and maintain effective working relationships with employees, supervisors, officials and the public.

Must have a working competence in computer applications and ability to use major computer software, especially word processing

Ability to maintain confidentiality of records and information pertinent to the nature of work.

Knowledge of all instruments normally used in routine dental procedures for restorative, prosthodontic, oral surgical, endodontic and periodontal treatment.

Be efficient at chair-side techniques in all of the above fields.

Ability to sterilize dental instruments and keep clinic clean and presentable to patients.

Knowledge of dental anatomy in order to properly obtain radiographs.

Skills and dexterity in performing all intra-oral and extra-oral techniques.

Knowledge in adjusting and operating dental radiographic equipment.

Knowledge of dental terminology in order to accurately record treatment and examination information in patient file, and ability to file and retrieve patient records.

Knowledge of current data entry, and scheduling computer software.

Must have excellent skills in dealing with the public.

Must submit to and clear a pre-employment alcohol and drug test.

PHYSICAL DEMANDS:

The work requires long periods of standing, walking, sitting, and bending.

WORK ENVIRONMENT:

Work is performed in an ambulatory health care setting. There is common exposure to contagious and infectious diseases, communicable diseases, radiation and flying debris and therefore, masks, lead aprons, and protective eyewear is often needed. Work may include a certain amount of exposure to hostile and emotionally disturbed patients, families and visitors.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be immunized against measles and rubella, or provide documentation/proof of immunity prior to employment. Employees are required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases.

All employees shall have tuberculin (TB) test upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to

assure the absence of active TB in the employee, shall complete and annually system questionnaire, and must report any relevant symptoms promptly.

Special Consideration: if you are allergic to any component of the vaccine or have documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however, you are required to provide documentation/proof, in order to be considered for employment.

ACKNOWLEDGEMENT:

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council OPEN: November 18, 2016
Personnel Office CLOSE: December 6, 2016
P.O. Box 115, Bldg 150 Rm #7
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: mtcpersonnel@centurytel.net

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.