LOWER ELWAHA KLALLAM TRIBE
Job Description
Dental Assistant

Overview: The Dental Assistant provides care to each patient who comes to the Lower Elwha Dental Clinic; they must help maintain the function, flow, and teamwork of the Clinic by how they perform their job.

SUPERVISED BY: Dental Manager
POSITION STATUS: Minimum 5 years’ experience or CDA
SALARY LEVEL: Depends on experience
WORK LOCATION: The Lower Elwha Klallam Tribe Dental Office
WORK SCHEDULE: Full time

ESSENTIAL FUNCTIONS OF JOB:
The main duties include:
- Seat patient, adjusts chair, triage and prepares patient for dentist. Sets up treatment room with necessary equipment and supplies for each procedure. Breaks down, sterilizes rooms in timely manner for next patient.
- Performs four handed dentistry and full scope of chair side assisting.
- Ability to make patients feel at ease.
- Collects and records patient health histories, Chart exams for dentist and will perio chart for hygienist. (dental charting)
- Patient management during dental procedures
- Calls in prescriptions per Doctor and photocopies and files them when necessary.
- Releases patient with correct paper work making sure they will get the correct follow up appointment.
- Instrument transfer
- Dental procedure isolation techniques
- Prepares dental materials cements, amalgam, composite, impression materials, etc...
- Handles Lab cases and labs.
- Handles prevention and management of dental and medical emergencies.
- Inventory control and management, places orders, and maintains stock.
- Delivers patient personal oral care instructions including oral hygiene and post operative instructions.
- Delivers community dental health presentations and works with other programs.
- Plans, assembles, and mans health fair booths
- Manages the dental office infection control plan to meet OSHA, and CDC standards.
- Handles instrument cleaning, sterilization/disinfection, re-circulation, and organizing.
- Performs dental treatment room disinfection.
- Takes dental x-rays, develops, mounts, and files in charts.
- Polishes the teeth to remove stains and soft deposits.
- Can provide child prophylaxis and can apply topical fluoride treatments.
- Takes impressions and bite registrations.
- Applies pit and fissure sealants.
- Places and removes periodontal dressings.
- Removes surgical sutures.
- Adaptation of temporary crowns.
- Places topical medications.
- Takes blood pressure.
- Removes excess cement from fabricated restorations and orthodontic bands.
- Pours impressions to make stone and plaster models.
- Trims models, uses a lathe, custom tray and other duties in lab.
- Fabricates mouth guards, temporary crowns, custom impression trays and bleaching trays.
• Full scope Dental Assisting
• Ability to construct dental charts, file, have basic computer skills, and a willingness to help the front desk when needed. Will need to learn, and know how it works with the labs, CHS, and Insurances so you can communicate with patients.
• Works well in a team setting, willing to help others, positive attitude, can take direction from supervisor, likes high pace job, and likes working as a Dental Assistant.
• Other duties as assigned.

MINIMUM QUALIFICATIONS:
♦ High School diploma or GED or currently working in obtaining GED
♦ Must be willing to attend trainings pertinent to position
♦ Current Washington State driver license and insurable under State of Washington
♦ Must pass Background Check and UA testing prior to employment

KNOWLEDGE, SKILLS, ABILITIES REQUIRED BY POSITION:
♦ Knowledge of dental routines, terms, instruments, materials, and procedures, techniques of dental x-ray; dental charting; types of sterilization and sterile techniques; record keeping, organizing, lab techniques, clean, reliable, and flexible. Knowledge in OSHA standards.
♦ Ability to operate dental x-ray; cleaning a processor, sterilizer, suction lines; cold sterile and other dental equipment. Follow written and oral instructions; Knowledge in health and wellness field.
♦ Ability to follow department and Tribal policies and procedures.
♦ Ability to follow instructions and adhere to prescribed routines and practices.
♦ Works well with others and takes instruction well.

PHYSICAL REQUIREMENTS:
♦ Must be able to stand for long periods of time
♦ Must be able to bend, kneel, stoop, reaching with arms
♦ Must be able to be in awkward positions for periods of time while assisting
♦ Able to lift 30+ pounds
♦ Must be able to move at a fast pace.

OTHER CONSIDERATIONS:
♦ Person must be flexible and able to cope with change. This could range from change in a daily schedule to an added task in your job.
♦ Person must have self motivation in this key position. Must be able to recognize and complete tasks without direct supervision
♦ Must abide by the Lower Elwha Klallam Tribe personnel policies and procedures and the Drug and Alcohol policy which could include pre-employment drug/alcohol testing

As with all positions of the Lower Elwha Klallam Tribe this position is Indian Preference in hiring, in Accordance with P.L. 93-638.

OPENING DATE: March 11, 2013
CLOSING DATE: March 22, 2013
CONTACT: Employment Services Department
2851 Lower Elwha Road, Port Angeles, WA 98363
PHONE: (360) 452-8471

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