

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

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**Job Title:** Dental Assistant  
**Department:** Health and Wellness Center, Dental  
**Hourly Rate:** DOQ                      **Full Time:** 40Hrs/Week  
**Exempt:** No/Hourly  
**Supervisor:** Dental Assistant Supervisor

*Posting Date:* In-House

*Opens:* November 16, 2021

*Closes:* November 22, 2021, at 4:30 pm

**Posting Date: Public**

**Opens: November 23, 2021**

**Closes: December 10, 2021, at 4:30 pm**

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**Summary:** The Dental Assistant prepares patients before dental treatments, is responsible for obtaining and keeping records, and assists in procedures. The assistant performs and develops x-rays under the supervision of the dentist. Also, they clean and sterilize equipment, prepare dental cement, and other materials. Sometimes they give information to patients on oral hygiene and ensure they understand the dentist's instructions.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Greets patients professionally and cordially.
- Familiarized self with each patient and their scheduled treatments to be fully prepared to assist the doctor.
- Assist the doctor in all procedures, oral evacuations, mouth, and tongue retraction, placing and removing cotton rolls, holding impressions trays, taking alginate impressions, color matching, making temporizes, etc.
- Chart all appropriate data of patients during exam and treatment. Make sure the charts are neat and easy to read.
- Help management of patient flow by seating each patient and seeing to their comfort, staying with the patient until the doctor arrives, having all equipment prepared and ready to use, having the room fully prepared for treatment, routing the patient to the appropriate person (reception) after the appointment.
- Take every opportunity to help educate patients on dentistry and their treatment procedure.
- Help maintain the day's schedule. If running behind, be sure to notify the receptionist so the next patient can be informed.
- Be responsible for maximizing production by seeing that all possible work is completed that day and making sure that canceled slots are filled in with other patients.
- Maintain necessary inventory by restocking and seeing that supplies are ordered through the tribal purchase order system.
- See operatory equipment maintenance through proper cleaning, sterilization, and maintenance of all equipment and instruments.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

**Required:**

High School Diploma, GED or equivalent.

**Preferred:**

Certificate of successful completion of a Dental Assistant course OR at least 2 years' experience as a chairside dental assistant. Dental office experience. Computer skills.

**Other Skills and Abilities:****Required:**

Identifies and maintains confidential material.  
Excellent work attendance and punctuality is a requirement.  
Meet general medical health requirements such as T.B. testing.

**Background Check:**

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.

**Language Skills:**

Oral and written communication is accurate.

**Reasoning Ability:**

Works cooperatively with staff and patients and resolves conflicts as they arise.  
Understands the socio-cultural factors associated with the community's use of dental services.  
Relates well to residents of low-income and multi-cultural neighborhoods.

**Physical Demands:** The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to perform all job duties. Work may require sitting for long periods; also stooping, bending, and stretching for supplies. Occasional help lifting patients during wheelchair transfer. Requires normal range of body motion including manual and finger dexterity and eye/hand coordination. Requires normal visual acuity and hearing.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an office setting. Contact with patients. Contact can involve sick people. Work may be stressful at times. Interaction with others is constant and interruptive. Exposure to infectious substances such as contaminated needles, and instruments.

**Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

**Bad River Tribe  
Attn: Human Resources  
P.O. Box 39  
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)  
[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)