

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Dental Assistant
Department: Health and Wellness Center, Dental
Hourly Rate: \$16.00
Full Time: 40Hrs/Week
Exempt: No/Hourly
Supervisor: Dental Assistance Supervisor

Posting Date: *In-House*

Opens: *February 24, 2023*

Closes: *March 3, 2023, at 4:30 pm*

Posting Date: **Public**

Opens: **March 9, 2023**

Closes: **March 23, 2023, at 4:30 pm**



Summary: The Dental Assistant prepares before dental treatments, is responsible for obtaining and keeping records, and assists in procedures. Often the assistant performs and develops x-rays under the supervision of the dentist. Also, they clean and sterilize equipment, and 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 yourself 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 exams 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, and 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.
- Turn on and off all the necessary equipment (autoclave, water) at the beginning of each day.
- Check on outstanding lab cases and make sure that they arrive on schedule.
- Schedule patients for appointments.
- Follow proper infection control and sterilization practices to ensure sterility of instruments.
- Has the ability to work under stress and maintain composure.

- Understands clinic policies, regulations, and procedures.
- Other duties may include checking-in patients, having appropriate paperwork filled out, and collecting patient information such as ID, insurance cards, etc.

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 essential functions.

Education and/or Experience:

Required:

- High School Diploma, GED, or equivalent.

Preferred:

- Certificate of successful completion of a Dental Assistant course or a year's 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 are 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 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 essential functions. This position is subject to inside and outside work. 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

HRassistant@Badriver-nsn.gov