

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Dental Assistant OJT (On the Job Training)

Department: Health and Wellness Center, Dental

Hourly Rate: \$18.00

Full Time: 40 Hrs/Week

Exempt: No/Hourly

Supervisor: Dental Assistance Supervisor

BENEFITS: EXCELLENT FAMILY INSURANCE

PAID HOLIDAYS: 17 full + 2-1/2 days

PERSONAL LEAVE: 24 hours renewed annually to use upon hire.

SICK: 8 hours accumulated monthly, limit 300 hours.

ANNUAL: 8 hours accumulated monthly, increases with years of service

Posting Date: In-House

Opens: October 24, 2024

Closes: October 31, 2024

Posting Date: Public

Opens: November 5, 2024

Closes: November 20, 2024 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 and seats patients and start preliminary information gathering (interview, BP, etc)
- Assist the doctor in all procedures, oral evacuations, mouth, and tongue retraction, taking alginate impressions, color matching, making temporaries, 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.
- 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.
- Become competent in Nitrous Oxide monitoring, experience with placing temporaries, custom impression trays,
- 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.
- Other duties as assigned.

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:

- Experience in any medical field
- 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.
- Must have a valid driver's license and be eligible to be put on the Tribe's vehicle insurance policy.

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