

# 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:** HWC Dental  
**Hourly Rate:** \$20 - \$23 DOE  
**Full Time:** 40 Hours/Week  
**Exempt:** No/Hourly  
**Supervisor:** Dental Assistant Supervisor  
**Posting Date:** Public  
**Opens:** January 17, 2025  
**Closes:** February 03, 2025 at 4:30 PM  
**Posting Date:** **Open Until Filled**  
**Opens:** **February 7, 2025**  
**Closes:** **Open Until Filled**



**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.**

**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**

## **Essential Duties and Responsibilities**

Supervises swimming activities at the aquatics facility and ensures that policies, guidelines, and safety procedures are followed.

- Greets and seats patients and start preliminary information gathering (interview, BP, etc)
- Assist the doctor in all procedures, oral evacuations, mouth, and tongue retraction, , 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.
- Competent in Nitrous Oxide monitoring; experienced in taking alginate impressions, color matching, making temporaries.
- 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.
- Understand clinic policies, regulations, and procedures.
- 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.
- 5 years' experience as a chairside dental assistant.

**Preferred:**

- Some experience with minor dental lab cases (fabricate mouthguards and temporary removeable appliances).
- Computer skills.
- Successful completion of a Dental Assistant Certification course

**Other Skills and Abilities:**

**Preferred:**

- 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.

**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.

**Cultural Sensitivity:**

This position requires awareness and deep appreciation of tribal traditions, customs, and socioeconomic needs. It requires the ability at all times to meet and deal effectively in contact with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

**Work Environment:** The work environment characteristics described here are representative of those 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 work in a warm and humid environment. The noise level may be moderate to loud.

**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)