

JOB ANNOUNCEMENT

POSITION: **Certified Dental Assistant**
DIVISION: **Dental**
SUPERVISOR: **Chief Dental Officer**
GRADE: **\$18.25 - \$23.51 (Grade 15 Step 02 – Grade 20 Step 03) DOE**
CLASSIFICATION: **Non-Exempt**
LOCATION: **Owyhee, Nevada**

OPENS: January 13, 2023

CLOSES: February 15, 2023

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number. Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIAL CONSIDERATION:

This position is subject to (random) drug testing and a background check as a condition of employment. This individual works in patient and emergency situations requiring mental alertness and in the course of their employment, regularly comes into contact with children and seniors. This individual operates Tribal vehicles and/or equipment on a regular basis.

SUMMARY OF FUNCTIONS:

The incumbent will be under the direct supervision of the Owyhee Community Health Facility's Dental Director.

MAJOR DUTIES & RESPONSIBILITIES for CDA:

1. Demonstrate and utilize the proper techniques to clean the dental hand-pieces and instruments in preparation for sterilization.
2. Ability to put together the proper instruments for the various dental procedures.
3. Ability to operate the dental autoclave (sterilizer).
4. Ability to operate the distilled water machine.
5. Cleaning of the dental operatories after each patient is excused.
6. Ability to answer the telephone and take proper messages for the Dental staff.
7. General cleaning of the Dental clinic and office.
8. Knowledge of proper forms needed for patient to fill out before being seen.
9. Ability to clean the dental film processor.
10. Ability to protect and acknowledge the confidentiality of each patient.
11. Ability to file laboratory reports properly for infection control purposes.
12. Ability to assist the Dentist with all patient treatments.
13. Willingness to learn the filing process for dental related documentation.
14. Willingness to learn and to utilize the Point of Sale (POS) equipment.
15. Willingness to learn and to utilize the Patient Appointment Systems in RPMS.
16. Willingness to learn and to utilize the Electronic Dental Records program when implemented.

MAJOR DUTIES & RESPONSIBILITIES FOR AN ENTRY LEVEL:

1. Assist in Maintaining all office and clerical duties
2. Clean the Dental clinic, waiting room and office.
3. Protect and acknowledge the confidentiality of each patient.
4. Assist in delivering direct patient care.
5. Coordinate patient care and care options in the absence of the dentist.
6. Coordinate patient referral and referral appointments.
7. Complete a Dental Radiology and Dental Basic Training within one year of employment as outlined by the Chief Dental Officer.
8. Demonstrate use of basic computer use and functions.

EDUCATION & WORK EXPERIENCE REQUIRED:

1. Must be a High School Graduate or have successfully completed the GED Program.
2. Must have a valid Idaho or Nevada Driver's License.

Preference will be given to applicants who have completed a Dental Assistant Certification Program.

OTHER AREAS OF UNDERSTANDING AND CONSIDERATION:

1. Adherence to work policies as described in the Dental Policies and Employee Handbook are critical.
2. Knowledge of the instruments, materials, and standardized dental procedures used for oral examinations and routing restorations. Make preparations and provide chair side assistance.
3. Knowledge of the use, care, and storage of dental equipment, materials, and instruments.
4. Knowledge of dental instruments and equipment sterilization techniques. Familiar with current OSHA Standards.
5. Knowledge of procedures for receiving, routine, scheduling and dismissing patients.

6. Familiar with ordering supplies and requesting services from Dental Laboratories.
7. Knowledge of X-Ray equipment operation, procedures and materials for developing, fixing, and drying radiographs.
8. Knowledge of basic dental terminology and record keeping procedures to enter information on patient records. Keep records of supplies and recurring dental activities.
9. Must be X-Ray certified.

PHYSICAL DEMANDS:

Be able to reach in all directions for instruments, supplies, or as required without physical restrictions and/or medical limitations. Must have the ability to multi-task as needed.

WORK ENVIRONMENT:

1. Moderate to high stress environment.
2. Physical close proximity to patient and/or provider.
3. Sitting for long periods of times.
4. Understand that there are no scheduled break periods.
5. Flexibility is essential during difficult and busy times.
6. Emotionally difficult at times depending on patient's needs.
7. Works with patients in all age groups, issues, and backgrounds.
8. Open communication with all Dental and Medical Staff.
9. Work closely as a team member.
10. Confidentiality and privacy of patient information is essential.
11. Works in close proximity to bodily fluids such as blood, saliva, and tooth particles.