
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

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**JOB VACANCY****POSTED 4/11/2019 UNTIL FILLED**

POSITION: Dental Assistant

DEPARTMENT: LVD Clinic

LOCATION: Lac Vieux Desert Health Center, Watersmeet, MI

SUPERVISOR: Dentist/ Dental Department Director

EMPLOYMENT: Full time

SALARY/PAY RATE: 13.00 – 18.00

DESCRIPTION:

The dental assistant takes on significant responsibility as a member of the dental health care team while working under the supervision of the dentist. The assistant is responsible for a wide range of tasks ranging from administrative duties, patient care which includes laboratory functions. The dental assistant position is the most flexible and varied in the dental office and requires a diverse set of skills: clinical, clerical, interpersonal and technological.

RESPONSIBILITIES:

- Assist the dentist during a variety of treatment procedures.
- Asking about the patient's medical history and taking blood pressure and pulse.
- Ability to conduct digital imaging or digital image acquisition including the processing, compression, storage, printing, and display of such images.
- Taking impressions of patient's teeth for study casts (models of teeth).
- Prepares dental materials (composites, amalgams, cements, impressions materials, etc.)
- Serving as an infection control officer, developing infection control protocol and preparing and sterilizing instruments and equipment.

- Helping patients feel comfortable before, during and after dental treatment.
- Providing patients with instructions for oral care following surgery or other dental treatment procedures, such as the placement of a restoration (filling).
- Teaching patient's appropriate oral hygiene strategies to maintain oral health; (e.g., tooth brushing, flossing and nutritional counseling).
- Performing office management tasks that often require the use of a personal computer.
- Communicating with patients and suppliers (e.g., scheduling appointments, answering the telephone, billing and ordering supplies).
- Assist to provide direct patient care in all dental specialties, including pediatric dentistry periodontics and oral surgery.
- Adhere to the HIPAA laws and privacy act.
- All other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

- Must possess a high school diploma or equivalent.
- Must possess 3 years-experience as a Dental Assistant.
- Must be able to communicate effectively both orally and in writing.
- Willingness and ability to insure confidentiality in all areas of work.
- Must be well organized and capable of developing and maintaining a dental client filing system.
- Must be self-motivated and able to work with little direction.
- Ability to ensure timely completion of assignments and ability to work to meet deadlines.
- Must be punctual when reporting to work, during breaks, and attending meetings.
- Pass a criminal background check.
- Must pass pre-employment drug screen.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Date Approved by the Tribal Council: April 12, 2016