

# Winslow Indian Health Care Center

## Job Vacancy Announcement #WDH-18-37



**POSITION TITLE: Dental Assistant**

**CLOSING DATE: Open until filled**

### **Position Summary:**

Under general supervision of the Dental Assistant Supervisor and/or Deputy Chief, supports the Dental Team by performing a range of clinical functions. Assists at chair side while the Dentist performs a full range of professional dental treatment of commonly encountered dental disease or dental health problems requiring standard, corrective, restorative, or preventive measures. This position allows the Dental Team to smoothly function and better serve the intended population. This position is located at the Winslow Indian Health Care Center, Inc. Dental Program and requires the Dental Assistant to travel to/from satellite clinics: Leupp, Dilkon and on Mobile Van. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### **Essential Duties & Responsibilities:**

- Maintains regular attendance and punctuality.
- Performs chair side assistance in all phases of dental treatment including restorative, prosthodontic, surgical, endodontic and periodontal treatments, which encompasses all routine dental procedures.
- Receives and routes patients, and schedules appointments.
- Records all required accurate data into the patient's chart using Office Management (Dentrix Enterprise), as relayed by Dentist and accurately retrieve and file dental charts.
- Completes dental laboratory work orders in compliance with dentist's instructions.
- Cleans, sharpens, packages and sterilizes all dental instruments and assures proper storage.
- Prepares patient and operator for proper dental procedures including setting up the proper instruments necessary.
- Operates dental X-ray equipment to take intra and extra-oral +angle, and accurately processes radiographic.
- Performs routine dental laboratory procedures, including taking preliminary impressions, pouring and trimming models, constructing custom trays, fabricating base plates and bite rims.
- Keeps the clinic operatories well supplied and requisitioning dental supplies and equipment.
- Relays post treatment instructions to patient, motivating and instructing patients in proper brushing and flossing techniques, care of prosthodontic appliances and provide information regarding common causes of tooth decay.
- Maintains the dental clinic in a clean and orderly manner.
- Provides supragingival, prophylaxis, and fluoride treatments as instructed by the Dentist.
- Places rubber dam isolation as directed by the Dentist.
- Receives direction and instruction from the Dental Assistant Supervisor.
- Maintains communication through the Dental Assistant Supervisor to resolve concerns.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

### **Minimum Qualifications:**

High School diploma or GED required, one year of basic Dental Assisting experience. BLS certified and suggested that the Dental Assistant be ACLS and PALS/PEARS trained. This position requires knowledge of and sensitivity to cultural and language differences. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

### **Knowledge, Skills, Ability:**

- Knowledge of proper technique procedures for caring of all dental equipment and instruments as well as proper sterilization and storage.
- Knowledge of dental terminology for proper recording of dental treatment in Dentrix.
- Knowledge of all instruments used in routine dental procedures for restorative, prosthodontic, oral surgical, endodontic and periodontal treatment.
- Knowledgeable to ordering dental supplies and restocking clinic areas, to keep clinic well applied and to perform laboratory procedures necessary for smooth operation of the clinic.
- Knowledge of patient management mobilization procedures.
- Knowledge of dental anatomy and operating dental radiographic equipment.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of duties and responsibilities of the position.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Skill in maintaining inventory of dental supplies.
- Ability to receive, route and schedule patients.
- Ability to efficiently perform chair side techniques in all phase of dentistry.
- Ability to explain to patient, post-operative instructions, preventive techniques and care instructions.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to effectively communicate both in written and verbal.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

### **Physical Demands:**

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

### **Work Environment:**

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

**As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.**