

# Winslow Indian Health Care Center

## Job Vacancy Announcement #WDH-17-78



**POSITION TITLE: Dental Assistant Supervisor**

**CLOSING DATE: Open until filled**

### **Position Summary:**

Under general supervision of the Deputy Chief and Chief Dental Officer, provides direct supervision and instruction to other Dental Auxiliaries. Supervises the daily functions of the Dental Assistants. Provides administrative services for Dental Service Units (Winslow, Dilkon and Leupp). This position is located at the Winslow Indian Health Care Center, Winslow Service Unit, Winslow, Arizona, in the Navajo Area Indian Health Service. 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.
- Oversees the supervision of Dental Assistant personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- Assigns work to employees or assigns employee's positions in an efficient, equitable and selective manner to achieve satisfactory quantity and quality of work output. Provides instructions, explanations, and training in tasks and job techniques.
- Performs prophylaxis with hand or ultrasonic instrument and application of topical fluoride.
- Performs chair side assistance to Dentist; performs all surgical, periodontal, endodontic, prosthetic, pediatric and emergency procedures.
- Plans and prepares/adjusts work schedules on a monthly basis to meet objectives, priorities, and deadlines. Makes changes in the organization of work and assignment tasks to improve workflow and dental services. Devises and implements methods to control and assess the quality and effectiveness of work or services provided by assigned personnel.
- Implements and monitors safety measures to prevent accidents to patients and personnel. As required, assures that all staff working with x-ray equipment is monitored for exposure to ionizing radiation on a monthly basis. Maintains records of such exposure and has the employee, Chief Dental Officer and Safety Officer review exposure records. Makes certain that persons occupationally exposed to radiation are in full compliance of radiation safety regulations.
- Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- 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, three years of experience as a Dental Assistant. Dental Assistant Certification required. Supervisory experience preferred. BLS certified, ACLS and PALS/PEARS trained. 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 in using digital radiograph, sterilization procedures, and recording all required data into the patient's dental file.
- Knowledge of dental anatomy related to oral anatomy; recognize common dental disorders and conditions.
- Knowledge of proper sterilization and storage techniques.
- Knowledge of OSHA, JCAHO, and QI standards.
- Knowledge of current principles, methods and procedures for the delivery of dental evaluation, diagnosis and treatment in area of expertise.
- Knowledge of related accreditation and certification requirements.
- Knowledge insurance payment policies.
- Knowledge of legal and ethical standards for the delivery of dental care.
- Knowledge of federal, state, and institutional regulations and guidelines for the provision of dental outpatient services.
- Knowledge of patient admission, triage, transfer, and discharge procedures and documentation.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to develop productive and cooperative working relationship with health care providers within WIHCC as well as school staff.
- Ability to be dependable in attendance and job performance.
- Ability to observe, assess, and record symptoms, reactions, and progress.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to maintain quality, safety, and/or infection control standards.
- Ability to work both independently and in a team environment.
- Ability to exercise sound judgment in decision making.
- Ability to develop and present educational programs and/or workshops.
- Ability to maintain confidentiality.
- Ability to explain dental procedures and proper post-operative instruction in the Navajo or English language.
- 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 50 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.**