



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

DENTAL ASSISTANT

Position Description

Opens: May 21, 2019

Closes: June 19, 2019

Department:	Health	Reports to (title):	Dentist
Job Code:	N-10	Job Location:	Bois Forte Tribal Government - Nett Lake and Vermilion, MN
Pay Range:	Min: \$15.64 Mid: \$19.545 Max: \$23.45	Supervises:	None
Hours/week:	Varies	Classification:	Non-Exempt
Type of Position:	On-Call/Casual	Effective Date:	01/01/2017
		Revised Date:	01/03/2017

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as "Band").
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Dental Assistant supports dental care delivery by preparing treatment rooms, patient, instruments and materials, and passing instruments and materials; performs all procedures in compliance with the Dental Practice Act.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Assists chair-side with pediatric, adolescent, adult and geriatric patients, fully anticipating the Dentist's need for various instruments, materials, and services.
2. Documents examination information and treatment performed.
3. Orders supplies and keeps Dental Office properly stocked at all times.
4. Maintains all Dental Office areas including minor adjustments and cleanliness.
5. Keeps all instruments sharpened and properly cleaned or sterilized.
6. Takes alginate impressions for study models, pours and trims models, fabricates custom trays and bite rims.
7. Applies and removes rubber dams, removes sutures, applies desensitizing agent, places surgical gauze following extractions and applies and removes periodontal dressing.
8. Exposes, processes and mounts intra-oral and extra-oral radiographs.
9. Performs oral prophylaxis, on patients without visible calculus, and applies topical fluoride treatments.

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10. Measures and records blood pressure.
11. Maintains a variety of reports related to dental activities.
12. Follows occupational safety and infection control guidelines for Dental Office personnel.
13. Sterilizes and disinfects dental instruments and equipment, as stated in the QI Infection Control Standards.
14. Relays post-treatment instructions to patient, motivates and instructs patients in proper brushing and flossing techniques, care of orthodontic appliances and common causes of tooth decay.
15. Rotates with Dental Assistant at Tower dental station.
16. Orders MSDS sheets with each new product; reviews them and binds them in the MSDS reference binder.
17. Establishes a network of sales representatives, supply companies and dental laboratories.
18. Assists in identifying high-risk groups and initiating preventive planning needs; assists in developing and implementing community dental prevention programs, such as National Children's Dental Health-month and the Health Fair.
19. Compiles and reports programmatic data and surveys required by the RTC, IHS and dental program to include annual, monthly, preventive, fluoride and school reports.
20. Answers correspondence to dental suppliers, doctors and patients as instructed by the Dentist.
21. Assists with scheduling patient appointments and patient services.
22. Participates in Quality Improvement activities; attends general staff meetings, dental staff meetings and Bemidji Area Dental meetings, as well as continuing education seminars to maintain licensure.
23. Apply pit and tissue sealants and directed by Dentist.
24. Remove excess cement from tooth using rotary instrument.
25. Perform Orthodontic treatments and directed by the Dentist.
26. Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Two years working in a dental office setting with experience in accessing, evaluating and taking appropriate measures to assist, teach and follow-up on preventative dental care |
| Education: | <ul style="list-style-type: none">• A certificate from an Accredited Dental Assisting teaching institution |
| License/Certification: | <ul style="list-style-type: none">• Dental Assistant Certification and State of Minnesota Dental Assistant License• CPR Certification |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Knowledge of reception, routing and scheduling patients, ordering supplies and keeping a clinic properly supplied.• Ability to sterilize dental instruments and keep clinic clean and presentable to patients.• Skill and dexterity in performing all intra-oral and extra-oral techniques.• Knowledge of dental terminology in order to accurately record treatment and examination information in patient file, and ability to file and retrieve patient records.• Ability to explain pre-operative and post-operative instructions to the patient, obtain consent for surgical procedures, explain preventive techniques and home care instructions, as well as answer patients' questions, issues and concerns regarding their oral health status and the care options available to them, in a professional, complete, reassuring, respectful manner. |

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- Knowledge of all routine and specialty instruments and procedures in order to prepare for and assist with normal clinical procedures.
- Knowledge of dental anatomy in order to properly obtain radiographs.
- Ability to recognize common dental disorders such as dental caries and periodontal inflammation, the ability to perform certain procedures to treat these conditions when directed by the dentist.
- Knowledge of the instruments, materials and set-ups necessary for the full range of routine dental care.
- Knowledge of sufficient dental anatomy in order to expose, process and mount radiographs.
- Ability to attend to multiple tasks at the same time and to prioritize assignments and responsibilities to ensure compliance with established deadlines and protocols.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Six months of acceptable course work, preceptorship, or other formal training and/or work assignment specifically designed to equip incumbent with the knowledge and skills required to perform requisite intra-oral procedures

WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps and infectious body fluids.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
Mental demands:	There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

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TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

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| Confidentiality: | All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination. |
| Background Investigation: | This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position. |
| Drug Screening: | All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing. |

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Miranda Lilya, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, mlilya@boisforte-nsn.gov. Applications received after the closing date will not be accepted.