



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

POSITION: Dental Assistant PRN

LOCATION: Red Cliff Community Health Center

WAGE: \$18.00 to \$23.00/hour, depending upon qualifications

SUPERVISOR: Dental Director

THIS IS AN ON CALL NON-EXEMPT POSITION. APPLICANTS WILL BE SELECTED FROM THE INFORMATION SUPPLIED ON APPLICATION FORM ONLY.

JOB SUMMARY: Serves as a certified or registered dental assistant or has experience through on the job training aiding the dentist in performing restorative, prophylactic, endodontic and surgical procedures.

DUTIES AND RESPONSIBILITIES:

1. Performs limited intra-oral procedures and chairside assistant duties in all phases of prosthodontic, surgical, endodontic, and periodontal treatment as provided in general dentistry.
2. Receives and routes patients and assists patients in completing medical history questionnaire.
3. Charts examination and treatment information as relayed by the dentist,
4. Maintains dental equipment in a clean and operative condition, including sterilization for instruments, material, and equipment.
5. Properly lays out all instruments and material needed for each treatment, prepares all tray sets for operative, endodontic, and surgical procedures.
6. Instructs patients in preventive dental care; demonstrates brushing and flossing techniques and use of disclosing tablets, explains the cause of decay and its relationship to diet.
7. Takes radiographs, impressions for study model, applies rubber dam, removes sutures, performs prophylaxis, and applies topical fluoride.
8. Obtains and records vital signs as directed by dentist.
9. Relays dentist's instruction to patients for post-op care.
10. Maintains and records for supply levels and order supplies to be used and charting forms.

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11. Applies sealants as directed by dentist.
12. Aids in training of trainee dental assistants. Demonstrates clinic maintenance, chairside assistance and radiographic duties regularly performed. Observes and advises trainee as they perform these duties.
13. Pours and trims models and fabricates custom temporaries.
14. Maintain the confidentiality of all client-specific information and data in accord with federal and state guidelines and requirements.
15. Participate in quality assurance measures conducted with the Health Center.
16. Adhere to a professional code of conduct and applicable federal and state laws and regulations in the discharge of these assigned duties.
17. Attend staff and other meeting, in-services and other events as directed by supervisor.
18. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE:

1. Knowledge of oral anatomy and bone structure of the face to take diagnostic dental radiographs.
2. Basic dental disease prevention techniques, basic dental terminology and record keeping procedures.
3. Knowledge of sterilization and infection control techniques.

QUALIFICATIONS/

1. High school diploma, HSED or GED.
2. One year experience assisting in the dental or surgical setting, required.
3. Current CPR certification or willing to accomplish within 90 days of employment.

PERSONAL CONTACTS: Daily contact with patients, visitors, primary care providers, Tribal and Health Center Administration and other Health Center staff.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting and carrying. Items may be placed on overhead storage. Weights to be carried are usually less than 50 pounds. At times, the Dental Assistant will be required to personally assist patients.

WORK ENVIRONMENT: Red Cliff Community Health Center, office and clinic settings. Exposure to hazards of the healthcare industry. Work setting must be maintained as a clean, non-smoking, well-ventilated area in compliance with all applicable safety regulations.

TRAVEL REQUIREMENTS: Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

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BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the name or image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer's discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references, available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the Tribal website.
3. Consent to Release Liability and Reference Information Form; available on the Tribal website.
4. Resume, required; cover letter, optional.
5. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: August 9, 2023

DEADLINE: Open Until Filled

FOR FURTHER INFORMATION CONTACT:

Red Cliff Band of Lake Superior Chippewa

Human Resources Department

88455 Pike Road

Bayfield, WI 54814

www.redcliff-nsn.gov

hr@redcliff-nsn.gov

(715)779-3700

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

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