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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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## **Vacancy Announcement**

**Title:** Registered Dental Assistant (RDA)

**Reports To:** Dental Director/Clinic Dentist

**Location:** Yreka Dental Clinic

**Salary:** \$15.00 - \$17.00

**Classification:** Full-time, Non-Exempt, Non-Entry Level

**Summary:** The Registered Dental Assistant (RDA) shall perform basic supportive dental procedures under the supervision of the Dental Director/Clinic Dentist or the Licensed Dental Hygienist. The position shall be responsible for assisting with: patient care, operatory setup and clean up, equipment maintenance, stocking of dental supplies, and other duties as assigned.

### **Job Posting Closes on February 2, 2015 at 5PM**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resource Department, Telephone (530) 493-1600, Fax: (530) 493-5322, Email: [jphelps@karuk.us](mailto:jphelps@karuk.us)

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## Position Description

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**Responsibilities:**

1. Competently participates and assists in the coordination, data collection, and monitoring of dental department Continuous Quality Improvement activities and report as directed.
2. Competently ensures the confidentiality, security and safety of all dental health records according to current KTHP policies and procedures and HIPAA.
3. Efficiently sets up procedure trays/cassettes.
4. Courteously greets and receives patients.
5. Displays age specific competencies working with: Infants, Toddlers, Preschool, School Age, Adolescents, Early Adult, Young Adult, Middle Adult, and Geriatric patients.
6. Consistently collects and updates patient's health histories and notifies provider of high risk conditions.
7. Competently takes and records vital signs.
8. Efficiently charts oral health conditions.
9. Efficiently prepares restorative materials.
10. Competently takes alginate impressions and bite registrations.

11. Demonstrates competence and ability to expose dental x-rays then process them.
12. Efficiently teaches patients about oral hygiene and provides instructions for oral care following dental procedures.
13. Consistently prepares and reviews informed consent forms for completeness.
14. Consistently prepares, disinfects and maintains the patient exam/treatment rooms.
15. Capably and appropriately maintains dental instruments and equipment, including documentation.
16. Capably and appropriately demonstrates sterilization and infection control procedures, including documentation.
17. Competently performs coronal polishing.
18. Competently provides laboratory assistance.
19. Accurately codes and/or reviews dental procedures using the appropriate CDT code book.
20. Cooperatively and adequately performs other clinical procedures as delegated by the Dentist.
21. Demonstrates safety procedures in accordance with policies and procedures.
22. Competently ensures the confidentiality, security and safety of patient health records.
23. Capably cross trains and fills-in for other health employees and/or departments as necessary.
24. Capably serves on health committees as requested.
25. Routine duties shall include providing dental services, and other health care-related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area.
26. Available for local and out of the area travel as required for job related training and attends meetings or functions as requested.
27. Is polite and maintains a priority system in accepting other job duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.

3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must possess high school diploma or equivalent.
2. Possession of a current RDA License and willingness to attend continuing education training to keep license current.
3. Must have a California Radiation Safety Certificate.
4. Must have a Coronal Polish Certificate.
5. Must stay current and have training in infection control procedures.
6. Must have basic knowledge of the California Dental Practice Act and its laws that govern dental practices, including the duties of a Dental Assistant or Registered Dental Assistant.
7. Must have basic knowledge of computer and office equipment.
8. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must adhere to confidentiality and HIPAA policies.
10. Must become and remain current in adult and child CPR.
11. Must provide documentation of immunity to measles and rubella or become vaccinated with the recommended vaccine and Hepatitis B vaccine and test annually for TB.
12. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved: April 14, 2005/Revised November 8, 2007, January 22, 2015**

**Chairman's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_