
Karuk Community Health Clinic
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Karuk Dental Clinic
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Administrative Office
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Vacancy Announcement

Title: Dental Sterilization Technician (2 Positions)

Reports to: Karuk Dental Operations Manager

Location: **Yreka** and/or Happy Camp Dental Clinic

Salary: \$11.00 - \$13.00 per hour (DOE)

Summary: The Karuk Dental Sterilization Technician shall be a key team member of the dental department. The DST must be capable of performing all opening, closing and maintenance procedures. The DST will work with and take direction from the dentist, dental hygienists, and dental assistants when performing job duties such as: operatory clean-up and/or set up; all decontamination, disinfectant and sterilization procedures. The DST must be able to take direction and follow through on all assignments and be a part of the dental team whose goal is to optimize patient flow, and provide quality care in a safe environment.

Classification: Full Time, Non Exempt, Entry Level

Application Deadline: December 29, 2017 by 5pm

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

Position Description

Title: Dental Sterilization Technician (DST)

Reports To: Karuk Dental Operations Manager

Location: Yreka and/or **Happy Camp** Dental Clinic

Salary: \$11.00 - \$13.00 per hour (DOE)

Classification: Full-time, Regular, Non-exempt, Entry Level

Summary: The Karuk Dental Sterilization Technician shall be a key team member of the dental department. The DST must be capable of performing all opening, closing and maintenance procedures. The DST will work with and take direction from the dentist, dental hygienists, and dental assistants when performing job duties such as: operatory clean-up and/or set up; all decontamination, disinfectant and sterilization procedures. The DST must be able to take direction and follow through on all assignments and be a part of the dental team whose goal is to optimize patient flow, and provide quality care in a safe environment.

Duties:

1. Shall competently perform all opening, closing and maintenance procedures as needed.
2. Shall competently clean, disinfect patient operatories (assure everything aseptic as possible) and then re-set them for the next patient procedure.
3. Shall competently process the instruments used for dental procedures, ensure they are cleaned, dried, properly packaged, dated, sterilized and stored correctly.
4. Shall competently maintain proper pre-set trays and ensure they are ready for anticipated procedures. Proactively review notes in patients' charts to set-up for the planned treatment. Gather and ready all necessary materials and instruments needed for treatment.
5. Competently assist clinical staff in optimizing patient flow. This will include restocking items, seating patients, 'floating', and supporting other dental team members with patient care.
6. As needed, shall competently assist with the dental outgoing and incoming dental lab orders.
7. Shall competently assist other dental team members in maintaining order and cleanliness in the

dental lab and sterilization areas.

8. Shall competently review supply inventory as needed, check expiration dates and notify the appropriate dental staff member when supplies are low and/or need to be re-ordered or replaced.
9. Shall competently perform maintenance procedures and document the findings such as: weekly spore testing; weekly and/or monthly cleaning of the autoclave or Statim as needed, cleaning dental x-ray processor and check and record the refrigerator temperatures.
10. Participate on health committees, taskforces, and attend Dental Health related meetings, as indicated.

Responsibilities:

1. Shall strive to perform all duties with excellence.
2. Shall competently perform the duties of a dental receptionist when required to do so, displaying age-specific competencies in working with:
 - a. Infants
 - b. Toddlers
 - c. Preschool
 - d. School Age
 - e. Adolescents
 - f. Early Adult
 - g. Middle Adult
 - h. Geriatric
3. Shall competently wear the appropriate personal protective equipment when performing duties where there is any risk for exposure to bodily fluids.
4. Shall strive for compliance with Ambulatory Healthcare Standards.
5. Shall competently participate and assist in the coordination, data collection, and monitoring of assigned Dental Performance Improvement activities and report as directed.
6. Shall competently ensure the confidentiality, security and safety of all dental health records according to current KTHP policies and procedures and HIPAA.
7. Shall appropriately report as required by Federal, State, County, Local, and Tribal regulations.
8. Shall be capably available for local and out of the area travel as required for job related training.
9. Shall cooperatively attend all required meetings and functions as requested, serve on committees, taskforces, and attend health program meetings as requested.
10. Stay current with the regulations and laws that regulate the dental profession.
11. Shall demonstrate safety procedures in accordance with policies and procedures.
12. At all times demonstrate cooperative behavior with supervisors, subordinates, colleagues, clients and the community.
13. Is courteous in accepting other job duties as assigned.

Qualifications:

1. Prefer 6 months or more work experience in the health field.
2. Demonstrates the ability to effectively work with Native American people in culturally diverse environments.
3. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
4. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Must Possess High School Diploma or equivalent.
2. Must gain knowledge of and comply with; Karuk Tribal policies and procedures; Federal; State and other regulatory laws which govern the practice of dentistry.
3. Must obtain and stay current in infection control standards, including the Dental Practice Act, OSHA, CAL/OSHA and CDC requirements.
4. Must have basic knowledge of computer and office equipment.
5. Must be familiar with or willing to learn dental/medical terminology, dental operative procedures, identification of procedure instruments and procedure codes.
6. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must possess or obtain and maintain CPR certification.
8. Must adhere to confidentiality and HIPAA policies.
9. Must provide documentation of immunity to, measles and rubella or become immunized with the recommended vaccine and test annually for TB.
10. Must provide documentation of immunity to Hepatitis B, documentation of refusal or have on file, a signed Hepatitis B Lack of Documentation Form.
11. Must successfully pass a pre-employment drug and alcohol 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: 8/25/16

Employee's Signature: _____

Chairman's Signature: _____