

## **Position Description**

**Title:** Dental Clinic Dental Assistant

**Reports To:** Dental Office Manager and/or Dental Director

**Location:** Yreka and Happy Camp Dental Clinics

**Salary:** \$9.00 to \$10.00 per hour, depending on experience

**Future Incentive:** \$12.00 per hour upon obtaining Registered Dental Assistant (RDA) Certification

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

**Summary:** The DA shall work directly with the licensed Dentist in the dental operatory to increase efficiency and ensure optimum safe patient care. Shall be responsible for operatory setup and clean up, the disinfectant and sterilization of dental instruments, equipment maintenance, safe comfortable patient care, replacing and maintaining operatory dental supplies, learning CDT dental codes, assisting in the coding and/or review of dental coding, have knowledge of what the current dental fees are and work as a team member to the dental staff and with the Continuous Quality Improvement Program.

### **Responsibilities:**

1. Competently participates and assists in; the coordination, data collection, and monitoring of Yreka dental CQI activities and report as directed.
2. Shall competently ensure the confidentiality, security and safety of all dental health records according to current KTHP policies and procedures and HIPAA.
3. Efficiently set up procedure trays/cassettes.
4. Courteously greet and receive patients.
5. Displays age specific competencies working with:
  - Infants
  - Toddlers
  - Preschool
  - School Age
  - Adolescents
  - Early Adult
  - Young Adult
  - Middle Adult
  - Geriatric

6. Shall consistently collect and update patient's health histories and notify provider of high risk conditions.
7. Shall competently take and record vital signs.
8. Shall efficiently chart oral health conditions.
9. Shall efficiently prepare restorative materials.
10. Shall competently take alginate impressions and bite registrations.
11. If licensed to do so, shall demonstrate competence and ability to expose dental x-rays then process them.
12. Shall efficiently teach patients about oral hygiene and provide instructions for oral care following dental procedures.
13. Shall consistently prepare and complete informed consents as necessary.
14. Shall consistently prepare, disinfect and maintain operatory (s).
15. Shall capably and appropriately maintain dental instruments and equipment, including documentation.
16. Shall capably and appropriately demonstrate sterilization and infection control procedures, including documentation.
17. If licensed to do so, shall competently perform coronal polishing.
18. Shall competently provide laboratory assistance.
19. Shall accurately code and/or review dental procedures using the appropriate CDT code book.
20. Shall cooperatively and adequately perform other clinical procedures as delegated by the Dentist.
21. Shall demonstrate safety procedures in accordance with policies and procedures.
22. Shall competently ensure the confidentiality, security and safety of patient health records.
23. Shall cooperatively collect data and monitor dental CQI activities and report on findings, outcomes and progress to the ACQI Committee or as directed.
24. Shall capably cross train and fill-in for other health employees and/or departments as necessary.
25. Shall capably serve on health committees as requested.
26. Is capably available for local and out of the area travel as required for job related training and attends meetings or functions as requested.
27. Is courteous 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. Must have a minimum of 6 months experience in the Oral Health Profession
3. Must have or obtain a California Radiation Safety Certificate.
4. Must have or be in the process of obtaining a Coronal Polish Certificate.
5. Must stay current and have training in infections 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 DA.
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 policy.
10. Must become and remain current in 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 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.

**Council Approved: April 14, 2005, Revised December 8, 2005**

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

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