



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	Yes
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	Yes

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Dental Assistant

Scaled by: I- New assistant with little to no experience & little education (< 1 year experience) **II-** Seasoned Assistant or additional training with a minimum 3 years clinical experience **III-** Lead, EFDA, CDA

DEPARTMENT: Dental Clinic

POSITION SUMMARY:

The duties of a dental assistant are among the most comprehensive and varied in the dental office. Ultimately the job is to assist the dentist and dental team in providing the best possible care for the patient chair-side, in the laboratory, and back office. The expectation of this position is to provide a variety of clerical, clinical, administration, and training functions, which aid the existing dental team in the performance of their assigned duties. The assistant is supportive in all areas. Assistants need to be registered in the state of WA. (Scaled I- New, II- Seasoned, III Lead, EFDA, CD). The dental assistant will report to the Dental Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform routine maintenance and upkeep on all dental equipment and instruments.
- Perform cleaning, packaging, and sterilization procedures on all dental equipment and keep them in proper storage.
- Responsible for all ordering and relations with suppliers.
- Store supplies and replenish when necessary.
- Review upcoming schedule and check PMP for Rx eligible patients.
- Provide scheduling, seating of dental patients, and set up instruments for dental procedures.
- Provide chair-side assistance during routine examination, restorative, periodontic, and surgical procedures such as: (retracting patients cheek, tongue or other tissue during an operation, anticipates at chairside and passes instruments and supplies in a safe and timely manner, placing and removing a rubber dam safely and accurately, removing debris created during operative procedures with a vacuum device, compressed air, mouth washes, or water upon dentist direction, places retraction cord accurately and safely, ensuring adequate retraction and hemorrhage control with minimal tissue damage, places temporary crowns as instructed by providers, places sealants safely, and properly as instructed by providers).
- Assist provider in applying topical fluoride, anesthetic and desensitizing agents to patients mouth.
- Take quality digital radiographs to assure highest degree of diagnostic information with the least amount of exposure.

- Responsible for supportive laboratory procedures, properly filling out laboratory requisition slips, pouring study models, trimming models, making custom trays, night guards, bleaching trays.
- Provide oral prophylaxis treatment consisting of rubber cup coronal polishing and topical fluoride application.
- Teach patients appropriate oral hygiene strategies to maintain oral health; (e.g., tooth brushing, flossing and nutritional counseling).
- Provide patients with instructions for oral care following surgery or other dental treatment procedures, such as the placement of a restoration (filling).
- Follow Universal precaution specific protocol management in accordance with OSHA compliance.
- Responsible for x-ray testing and x-ray certification testing.
- Responsible for on-the-job training of all dental assistants and personnel with the approval of acting supervisor.
- Fabrication of temporary crowns and bridges.
- Take quality impressions.
- Community outreach and education including providing preventative services outside the clinic in dental supported events (i.e. distribution days, youth fairs, home visits, and Head start/daycare visits).
- EFDA: Under the close supervision and of a supervising dentist and with complete certification can
 - Place and finish direct restorations.
- Other duties as assigned.
 - QA/QI
 - Infection Control
 - Inventory/ordering

MINIMUM QUALIFICATIONS

- Current CPR (BLS) certifications.
- Current immunization record.
- Commitment to providing culturally appropriate services.
- Active/Current WA DA Reistration.
- Thorough knowledge of principles and practices of modern dentistry and of prevention of dental diseases.
- Knowledge of state and federal laws pertaining to dentistry and to public dental health.
- Skill in performance of dental treatments.
- Skills in communicating effectively both orally and in writing.
- Skills in establishing and maintaining effective working relationships with other tribal employees, dental clinic clients and the general public.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Use of Dental Technology (Electronic Dental Records and Imaging including Nomad) and mobile equipment.
- Experience and interest in overall dental health maintenance through a public health, minimally invasive lens that treats a patient holistically, integrating medical services.
- Knowledge in infection control protocols and ability to lead by example in best practices.
- Health promotion and education both inside and beyond the traditional dental clinic.
- Excellent Bedside Manner that promotes a safe, effective culturally conscientious environment for patients and staff.
- Strengths in Listening, Teamwork, Thoroughness, and interest in Self-Development.
- Creativity to work with other health care professionals from a variety of disciplines to achieve maximal productivity and programmatic effectiveness while continuously promoting the growth and development of fellow professionals and staff, exercising appropriate supervisory control and displaying good work judgment with the best interest of the patient population being the greatest priority;
- Being a team-player with demonstrated dedication to excellence and personal integrity manifested in a positive and credible image.