

POSITION DESCRIPTION

POSITION: **DENTAL ASSISTANT** **GRADE:** 10

DEPARTMENT: Bay Mills Health Center **STATUS:** Non-Exempt

REPORTS TO: Chief Dental Officer/ Dentist/Clinic Coordinator

POSITION SUMMARY:

A chair side dental assistant (DA) is an integral part of the dental services delivery team that includes a dentist, dental hygienist and dental assistant. The DA performs many important functions such as patient clean up, packaging and sterilization of instruments, patient set-up, and dental supplies and materials inventory. The primary component of the DA is assisting the dental care providers in a comprehensive family dental practice with a public health mission. The individual functioning in this role is expected to be versatile and open to new techniques in the ever-changing environment of health care delivery. The DA promotes the delivery of optimal Customer Service.

ESSENTIAL FUNCTIONS:

1. Help patients feel comfortable before, during, and after dental treatment. Check waiting room for patient, regardless if they have been checked in by scheduler, greet, and escort them to the operatory. Seat and drape patients.
2. Communicate with patients, coworkers, and suppliers effectively. Communicate delays, appointments, or other pertinent information to patients as directed by hygienist or dentist. Communicate with suppliers for ordering supplies or troubleshooting.
3. Assist the **hygienist and/or dentist** at chair side during a variety of dental procedures as required including, but not limited to, the following:
 - Diagnostic procedures (i.e. exams)
 - Preventive procedures (i.e. cleanings)
 - Periodontal procedures (i.e. scaling and root planning)
 - Restorative procedures (i.e. fillings)
 - Surgery (i.e. extractions)
 - Prosthodontic procedures (i.e dentures)
 - Endodontic procedures (i.e. root canals)
4. Recognize, notify, and assists dentist in dental triage/emergencies, answering and returning calls to patients within established time frame of provider.
5. Applies fluoride treatments as directed by the hygienist or dentist.
6. Take digital X Rays of patients as requested by provider including Dental Hygienists.
7. Instruct patients, as directed by the dentist or hygienist, in acceptable brushing and flossing techniques, diet and dental health, use of a mouth guard, oral care following surgery or other dental treatment procedures, or other topics as assigned.
8. Record and help maintain health information in the patient's chart as relayed by the hygienist or dentist during an examination.

9. Ask about the patients' medical history and take patients' blood pressure at every visit.
10. Maintain aseptic conditions within the dental operatory and of the dental instruments.
11. Clean and disinfect dental operating area following patient encounters and prepare the treatment area for the next patient according to the Infection Control Protocols. Established verbal/written policy to be followed in relation to traps, autoclave, distiller and all other dental equipment.
12. Prepare and sterilize instruments and hand pieces according to the Infection Control Protocols.
13. Following disinfection and sterilization guidelines put forth by the CDC, OSHA, and/or MIOSHA including rules regarding blood borne pathogen.
14. Perform administrative office tasks; answering phones, faxing, emailing, or mailing as directed by Dentists.
15. Complete supply inventory and order supplies as needed.
16. Maintain patient confidentiality by following HIPAA guidelines.
17. Dental Hours are 8-6 pm. Scheduled times are determined by patient need and the Dental Director/Dentist/Administration.
18. Electronically send referrals and radiographs to dental specialists, as directed by the Dentists.
19. Employee absenteeism will be monitored per BMIC policy. Employee must notify immediate supervisor of any absenteeism, and/or Clinic Coordinator.
20. Must attend any and all mandatory trainings offered through the Bay Mills Health Center and/or Department Director.
21. Other duties may be assigned within the scope and complexity of this position's essential functions.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit, stand, and bend for extended periods of time. Work is typically performed in the dental clinic setting with adequate room temperature, lighting and ventilation. However, the dental assistant may be required to work at an off-site location on occasion where conditions may vary. Dental assisting involves regular and recurring exposure to potential hazards of radiation and infectious diseases. Personal protective equipment will be provided and is required to be worn by patients during delivery of patient care. When a procedure extends beyond the normal hours of clinic operation, the dental assistants may be required to continue working in order to complete the delivery of patient care.

POSITION REQUIREMENTS:

1. High school diploma or equivalent required.
2. Dental Assistant Certification highly desired.
3. Upon hire, must become certified in dental radiography.
4. Experience as Dental Assistant required.
5. Must acquire knowledge of dental charting and terminology
6. Must be able to travel when required.
7. Must be available to work hours to fit dental clinic needs, ten hour days.
8. Must be available for a working interview at a time determined by management.

9. Knowledge in computers required.
10. Must possess a personable, client friendly attitude along with organizational ability to handle multi tasks simultaneously.
11. Excellent communication skills required
12. Must have demonstrated ability to get along with fellow co-workers and supervisors.
13. Must successfully pass all criminal background checks.
14. Must maintain compliance with the Tribe's drug testing policy, which includes prehire drug screens.
15. Must have an excellent past work history and excellent attendance record as demonstrated through references.
16. Familiarity with privacy and confidentiality regulations.
17. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: Open Until Filled

APPLY TO: Send Resume and Application to:

Anna Carrick or Renae Wiczorek
Human Resources Generalists
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8500

recruitmentbaymills.org

Subject: Construction Manager

Applications can be found on the Bay Mills website at www.baymills.org under the employment section