

Ponca Tribe of Nebraska Position Description

Position Title: Dental Assistant
Location: Omaha, NE
Salary: Grade 3 to Grade 4 (\$22,006 - \$36,420)
Department: Dental
Supervisor: Chief Dental Officer
FLSA Status: Non-Exempt
Classification: Part-time/Full-time
OSHA: High-risk
ADA: Negotiable

GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

The dental assistant is a member of the dental team whose primary responsibilities is to assist the dentist in providing dental patient care.

RESPONSIBILITIES AND DUTIES:

1. Assists the dentist(s) chairside in procedures and works as a productive team member. Anticipates the dentist's needs at each stage of the treatment procedure by passing instruments, medications and materials. Uses knowledge of standardized dental procedures in general dentistry to make preparations for and provide chair-side assistance. Actively participates in the treatment procedure by retracting tissue, tongue and cheek—keeping area of operation clear and preventing build-up of saliva and oral debris in patient's mouth by use of suction tip.
2. Completes tasks as assigned and directed by the dentist(s) in a responsible and timely matter.
3. Assists patient in completing medical history statements. Reviews medical history. Records examination and treatment information as relayed by dentist.
4. As directed by dentist, removes sutures, applies topical anesthesia, desensitizing agents, medications and surgical gauze following extraction.
5. Places and contours temporary restorations.
6. Applies rubber dam and places cotton rolls to isolated operative site.
7. Takes preliminary impressions for study models and modifies impression trays as needed. Pours and trims models from impressions.
8. Complies with infection control protocols.
9. Cleans, sterilizes and prepares all dental instruments.
10. Orders supplies, maintenance of inventory and handles equipment problems as needed.
11. Cleans and maintains the dental equipment as needed on a regular basis.
12. Sets up the operatories for different dental procedures.
13. Seats patients and effectively guides doctor from one patient to another.
14. Instructs patient/parents in preventative dental care by demonstrating brushing and flossing techniques and use of disclosing tablets. Explains the common causes of decay and its relationship to general diet.
15. Foster and model positive empowering attitude towards all staff and patients.
16. Take total program approach to all problems and problem solving.
17. Completes paperwork/computer properly and in a timely manner. Maintains accurate files for patients and for quality control.
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19. Ensures that the PTN Dental Clinic is compliant with NE radiation regulations and appropriate lots are being maintained.
20. Performs receptionist duties related to scheduling dental appointments, receiving patients, answering telephone, and properly documenting the dental visit for proper billing, etc.
21. Take radiographic films as directed by the dentist. Operates, maintains, and adjusts dental x-ray equipment and materials. Positions patients and film to achieve proper angles for dental radiographs. Exposes and develops intra- and extra-oral radiographs.
22. Coronal polishing .
23. Takes blood pressure for all new patients, all surgeries, and at 1 year recall. Other times as directed by clinic policy.
24. Practices friendly, enthusiastic and conversational skills when interacting with the patients and staff.
25. Writes charts using professional language

26. Assists hygienist(s) with probing recording, films, polishing and seating patients as a routine part of the clinical day.
27. Autoclaves instruments and cleans room for all providers.
28. Implements proper policy and procedure related to Public Law 93-638, Public Law 101-484, the Privacy Act of 1974 and HIPAA. Maintains high level of confidentiality.
29. Cooperates with other health professionals and ancillary departments to maintain good working relationships throughout the clinic.
30. Attends and participates in staff meetings.
31. Informs provider of any reported or observed health concerns. Renders first-aid as needed. Detects signs of syncope and shock in patients.
32. Other duties as assigned.

RELATIONSHIPS AND AUTHORITY:

This position has no supervisory authority. The Chief Dental Officer has supervisory authority with this position in relation to personnel issues, clinically and departmental issues. When assisting chairside, the doctor the assistant is working with will have supervisory oversight.

EVALUATION:

The evaluation of work performance will be ongoing and will be carried out by the Chief Dental office with input from other providers in the dental clinic. It will include the specific duties and responsibilities of this position description plus employee attitude and general working behavior.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

The Position is located within a typical dental clinic setting with three operatories. Occupational hazards include, but are not limited to, the following safety and infection control issues; Use of nitrous oxide, radiological hazards involved with X-ray procedures, Hepatitis A, Hepatitis B, HIV/AIDS, and other communicable diseases and bio-hazardous materials that may be transmitted through bodily fluids and cause risk in the treatment applied to the patient. Works throughout the clinic area. Sits, stands, bends, lifts, and moves intermittently during work hours. Is subject to emotionally upset patients, family members, personnel, and visitors.

QUALIFICATIONS:

Minimum:

High school diploma or GED.

The ability to carry out the assigned duties of this position independently or with only minimal supervision.

Computer skills or willingness to learn the computer programs of the dental clinic.

X-ray certification/Coronal polishing certification

Attention to detail, positive customer service, effective teamwork skills and a proactive attitude.

Knowledge of the dental assisting state statutes and codes.

Must possess excellent written and oral communication skills.

Must have a valid driver's license and be insurable.

Must successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks.

Able and willing to travel.

Preferred:

Completed a dental assistant program from an accredited college.

One year experience working with Native Americans or Native American organizations.

One or more years experience as a dental assistant.

CPR certification

Preference will be given to Ponca Tribe of Nebraska members or members of a federally recognized tribe. However, all qualified individuals are eligible.

The Ponca Tribe of Nebraska is an at-will employer.

Tribal Council Approval: 02/08/10