



**Spirit Lake Tribe**  
**P.O. Box 359**  
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|--------------------|----------------------------------|--------------------|-----------------------|
| <b>Job Title:</b>  | <b>Dental Assistant</b>          | <b>Open Date:</b>  | <b>April 25, 2024</b> |
| <b>SL Program:</b> | <b>Spirit Lake Health Center</b> | <b>Close Date:</b> | <b>May 2, 2024</b>    |

**Position Objective:** This position is responsible for assisting dental providers in providing the highest quality dental care to SLHC patients. Work is performed and duties are carried out in accordance with established policies, procedures, and SLHC core values: VALUES.

### **Job Responsibilities**

- Prepares patient, sterilizes and disinfects instruments, sets up instrument trays, prepares materials, and assists dentist during dental procedures including: instrument exchange with the dentist; uses irrigation, suction, and retraction to keep the site of operation clear.
- Takes and records medical and dental histories, and vital signs of patient.
- Exposes dental diagnostic radiographs.
- Makes impressions for study casts and occlusal registrations for mounting study casts.
- Pours and trims study models, fabricates custom impression trays, cleans and polishes removable appliances, and fabricates temporary restorations.
- Assists dentist in management of medical and dental emergencies.
- Instructs patients in oral hygiene and plaque control.
- Provides postoperative instructions prescribed by dentist.
- Prepares patient charts and records treatment information.
- Perform coronal polishing of teeth.
- Applies fluoride to teeth.
- Provide instructions for homecare and post-operative care as directed by dentist.
- Monitors and orders supplies.
- Schedules appointments, provides administrative support, and maintains clerical records as directed.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA).
- Performs related duties.

### **Knowledge required at a level appropriate for this position:**

- Knowledge of disease prevention and basic dental techniques.
- Knowledge of various dental instruments, ultrasonic, sterilizer, radiograph equipment, etc.
- Knowledge of dental instruments.
- Knowledge of customer service principles.
- Ability to manage multiple demands of the job.
- Skill in oral communication.
- Skill in the provision of customer service.
- Skill in use of job related equipment and tools.
- Skill in use of personal computer and a variety of job related software applications.

## **Supervisory Controls**

The supervisor assigns work in terms of very general instructions. The supervisor reviews work if the employee has not previously performed a similar task. Work is reviewed through observation of patient outcomes.

## **Guidelines**

Guidelines include state and federal laws, Spirit Lake Tribe and SLHC policies and procedures. These guidelines are clear and specific and require some judgment.

## **Complexity/Scope of Work**

This position consists of clinical and support duties. The purpose of this position is to assist dental providers in the delivery of dental care to SLHC patients. Successful performance helps ensure the overall effective and efficient operation of the dental program and SLHC resulting in improved patient outcomes.

## **Contacts**

Contacts are typically with clinical providers, patients, and other employees.

Contacts are typically to give and exchange information and provide assistance.

## **Physical Demand / Work Environment**

The work is typically performed standing or sitting. The work is typically performed in a clinic setting which requires normal safety precaution for infection control and environmental safety measures. The work environment is usually noisy.

While performing the duties of this job, the employee is regularly required to stand and sit, talk, and hear. Requires working with fingers rather than the whole hand or arm. Constantly requires repetitive movement of the wrists, hands and/or fingers. The employee is frequently required to reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch, or climb. The employee must regularly lift and /or move light objects, and occasional lift heavier objects. Specific vision abilities required by this job include color vision.

## **Supervisory and Management Responsibility**

None

## **Minimum Qualifications**

- High school diploma or equivalent, and specialized training in the field of work including college courses, certificate program, apprenticeship, etc.
- One (1) year of experience in the occupational field, sufficient to understand the major duties of the position.
- Must work towards completion of certification through continuing education.
- Dental Assistant certificate preferred.
- Certificate for coronal polishing preferred.
- Completion of radiation safety course.
- Current BLS certification.
- Must successfully pass a criminal and background check and a pre-employment drug screen.

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| <b>Job Location:</b>   | Spirit Lake Health Center   | <b>Company Industry:</b> | Spirit Lake Health Center  |
| <b>Job Role:</b>   | Dental Assistant  |                          |  |
| <b>Employment Status:</b>  | Full- time  | <b>Supervision</b>       | Dental Director  |
| <b>Grade:</b>  | 9   | <b>Manages Others:</b>   | no   |
| <b>Number of Vacancies:</b>  | 1   | <b>Other:</b>            |  |
| <b>More detailed job description can be picked up in the Human Resource Department for this opening.</b> |   |                          |  |
| <b>Please Send Application to:</b>   |   |                          |  |
| <b>Name:</b>   | Spirit Lake Tribe Human Resource Department   | <b>Email:</b>            | <a href="mailto:mkeo@spiritlakenation.com">mkeo@spiritlakenation.com</a> or <a href="mailto:britneyr@spiritlakenation.com">britneyr@spiritlakenation.com</a> |
| <b>Address:</b>  | P.O. Box 97   | <b>State</b>             | North Dakota   |
| <b>City:</b>   | Fort Totten   | <b>Zip/Postal Code:</b>  | 58335  |
| <b>Phone:</b>  | 701-381-0204 or<br>701-381-0361   | <b>Fax:</b>              | 701-766-1272   |
| <b>Application Procedure</b>   | Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing. |                          |  |