



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
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<b>Job Title:</b>	<b>Medical Support Assistant-Dental</b>	<b>Open Date:</b>	<b>November 22, 2019</b>
<b>SL Program:</b>	<b>Spirit Lake Health Center</b>	<b>Close Date:</b>	<b>December 6, 2019</b>

**Position Objective: This position is responsible for providing administrative support and select patient services in support of the Spirit Lake Health Center (SLHC) Dental Clinic.**

### Major Duties & Responsibilities

- Answers telephone and greets visitors and refers to other programs as appropriate; provides information and assistance; schedules appointments; resolves problems; prioritizes questions and concerns for supervisor's attention.
- Establishes and maintains patient records; ensures record is current, accurate and complete for each patient seen.
- Schedule appointments and follow up appointments; and, provides information regarding assisting agencies when necessary.
- Creates monthly, quarterly, and annually reports for the Dental program from information received from staff, memoranda, social summaries, patient records, and referrals; provides other reports in accordance with established schedule and format as requested.
- Maintains system for Dental program materials, including maintaining adequate supply of required forms/documents, regulation interagency forms, resource files and other information suitable for client use.
- Creates, composes, edits, produces and/or distributes varied correspondence, reports, meeting minutes, advertisements, mailings, notices and other materials; obtains, organizes, and plans suitable presentation of content; reviews work for format consistency, grammatical construction and typographical accuracy; presents finished materials for review, or distributes.
- Collects time sheets and/or payroll information, posts leave, overtime and compensatory time to the appropriate forms and/or system, enters time data into payroll system, and submits in a timely fashion.
- Prepares requisitions for supplies as needed.
- Keeps work areas neat and orderly and bulletin boards current.
- Assists with implementation of policies and development of procedures.
- Participates on performance improvement teams and other committees as assigned.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA) and the Privacy Act of 1974.
- Performs related duties.

**Qualifications, Experience and education required:**

- One (1) year of administrative office support experience sufficient to understand the major duties of the position, and to be able to answer questions and resolve problems. Experience in a dental clinic setting is preferred.
- Knowledge of HIPAA and the Privacy Act of 1974.
- Knowledge of patient registration principles.
- Knowledge of medical terminology used in dental health.
- Knowledge of modern office practices and procedures.
- Knowledge of the correct and effective use of English, including grammar, spelling, and punctuation.
- Knowledge of department's policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of customer service principles.
- Ability to work with personal computer and utilize a variety of software applications, including database and office software systems.
- Ability to communicate clearly and effectively, both orally and in writing, using tact and sensitivity.
- Ability to organize the multiple demands of the job.
- Skill in prioritizing and organizing work, and maintenance of files and records.
- Skill in the provision of customer services.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.
- Must successfully pass a criminal and background check, and a pre-employment drug screen.

<b>Job Role:</b>	<b>Dental Clinic</b>	<b>JD#</b>	<b>6</b>
<b>Employment Status:</b>	<b>Full- time</b>	<b>Company Industry:</b>	<b>Spirit Lake Tribe</b>
<b>Monthly Salary Range:</b>	<b>DOQ</b>	<b>Supervision</b>	<b>Dental Supervisor</b>
<b>Number of Vacancies:</b>	<b>1</b>	<b>Manages Others:</b>	<b>No</b>
<b>Please Send Application to:</b>			
<b>Name:</b>	<b>Spirit Lake Human Resource Department</b>	<b>Email:</b>	<a href="mailto:ndemarce@spiritlakenation.com">ndemarce@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	<b>P.O. Box 97</b>	<b>State</b>	<b>North Dakota</b>
<b>City:</b>	<b>Fort Totten, North Dakota</b>	<b>Zip/Postal Code:</b>	<b>58335</b>
<b>Phone:</b>	<b>701-381-0204 or 701-381-0361</b>	<b>Fax:</b>	<b>701-766-1272</b>
<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.
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