



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:	Dental Assistant	Open Date:	July 25, 2018
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Position Objective: Performs chairside assistance in all phases of restorative, prosthodontic, surgical endodontic and periodontal treatment and recordkeeping responsibilities.

- Major Duties & Responsibilities**
- Receive patients and schedules appointments.
 - Records information related to medical history of patient; when required routes patient for medical tests and services.
 - Charts examination and treatment information as relayed by dentist on patient record.
 - Records information as directed by dentist on prescriptions and a variety of forms related to dental care for signature of dentist.
 - Prepares and arranges all instruments and materials needed for each treatment.
 - Assists dentist at chairside as anticipated or required in all phases of general dentistry.
 - Relays patient instructions from dentist for post-treatment care.
 - Operates dental x-ray equipment to take intra and extra-oral radiograph; develops and finishes film.
 - Other duties as assigned.

Qualifications, Experience and education required:

- High School Diploma or GED
- Proof completing radiation safety course.
- One (1) year experience as a Registered Dental Assistant.
- Certification as a Registered Dental Assistant required.
- Certificate for coronal polishing recommended.
- Demonstrated knowledge of dental health education subjects.
- Ability to complete forms in an orderly and accurate fashion.
- Able to use sound judgement. Possess a calm disposition and the ability to work easily with people.
- Knowledge of principles and processes for providing customer and personal services.

Job Role:	Outpatient	Company Industry:	Spirit Lake Tribe
		Closing Date:	August 10, 2018
Employment Status:	Full- time	Supervision	Department Supervisor

Monthly Salary Range:	DOQ	Manages Others:	No
Number of Vacancies:	1		
Please Send Application to:			
Name:	Spirit Lake Human Resource Department	Email:	slthr@spiritlekenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272
Application Procedure	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.		