



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

Job Title:

Dental Assistant

Open Date:

September 1, 2017

Position Objective: This position is responsible for assisting dental providers in providing the highest quality dental care to SLHC patients.

Major Duties & 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.

Qualifications, Experience and education required:

- High school diploma or equivalent, and specialized training in the field of work including college courses, certificate program, apprenticeship, etc.
- Certification as a Nursing Assistant (CNA), preferred.
- 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.

Job Role:	Dental Assistant	Company Industry:	Spirit Lake Tribe
		Closing Date:	September 15, 2017
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@spiritlakenation.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.		