

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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PABLO MT 59855
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*****VACANCY ANNOUNCEMENT*****

TITLE: Dental Assistant – 2 Contract Positions

LOCATION: Tribal Health & Human Services Department
Polson, MT.

WORK SCHEDULE: Monday – Friday – 8:30 am – 5:00 pm

SALARY: \$13.04 to \$15.22 per hour
\$27,123.20 to \$31,657.60 per annum

CLOSING DATE: Open Until Filled

SPECIAL CONDITIONS:

This position is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

DUTIES:

- Responsible for assisting the staff dentist in providing dental services for beneficiaries on the Flathead Indian Reservation.
- Perform prophylaxis, including the removal of supra and sub-gingival plaque and calculus using hand scalers and ultrasonic techniques.
- Positions chair and prepares patient for treatment or x-rays, takes x-ray film, develops and mounts x-ray films.
- Prepares dental materials and provides instruments to the dentist during procedures.
- Places and removes rubber dam, matrix bands and wedges.
- Waxes and carves inlays and crowns.
- Invests and casts inlays and crowns.
- Prepares simple metal and/or acrylic appliances.
- Takes preliminary impressions for models and constructs impression trays.
- Polishes dentures and partials.
- Interviews patients and documents medical history, secures signed patient consent forms.
- Relays to patient instructions from dentist for all types of post-treatment care, including specialized instructions for post-surgery patients.
- Prepares tissue specimens for sending to pathology lab.
- Keeps mouth clear of saliva and blood by manipulating syringes and suction equipment.
- Provides fourhanded chair side assistance to the dentist in all treatment procedures.
- Restores teeth prepared by dentist; places cavity bases and liners in prepared tooth; matrix bands and wedges when required; places condensers, carves and finishes simple

amalgam restorations (such as those not requiring retentive pins or cusp replacement); places, compresses and finishes synthetic single surface anterior restorations; places and contours temporary restorations.

- Work with the diabetic program to promote oral health and prevent oral disease in diabetics.
- Instruct patients in dental hygiene including proper methods of brushing and flossing.
- Maintain and sharpen instruments used in providing dental prophylaxis.
- During oral surgery, clips sutures and observes necessary aseptic precautions. Alerts dentist of patient distress symptoms. Guards against sudden unexpected movements of the patient.
- Place sealants.
- Involvement with community and school based prevention programs.
- Must be able to properly document patient records, identify patient medical conditions requiring special treatment or attention by the dentist.
- Efficient in identifying periodontal disease.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Certificate of Completion in a Dental Assistant Training Program **AND/OR** an AA in a recognized Dental Assistant Training Program **AND/OR** 3 years work experience.
- Must possess a current valid driver's license.
- This position is subject to a background check in accordance with Public Law 101-630.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Basic knowledge of community resources, customs and cultural norms.
- Knowledge of medical terminology and must be familiar with the Privacy Act and HIPAA requirements.
- Basic knowledge of Medical Record procedures, i.e. custody and security.
- Basic knowledge of computer applications.
- Must be prompt and extremely conscientious.
- Basic skill in data entry and retrieval from computers.
- Basic skill in the use of various office machines i.e. copy machine, fax machine.
- Ability to inventory supplies and maintain established levels by requesting additional supplies when necessary.
- Ability to effectively communicate with patients regarding dental health and hygiene.
- Ability to learn quickly and to adapt easily to changing situations and demands of the job, and to work calmly and efficiently under pressure, handling demands from multiple sources.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcript and/or training certificate.
3. Copy of current valid driver's license.
4. Proof of enrollment from a federally recognized Tribe if not enrolled with CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Jan Gardipe, Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 ext. 1040.

FOR MORE INFORMATION: S. Kevin Howlett at Tribal Health & Human Services – 406-675-2700 Ext. #5026.