

## ARCTIC SLOPE NATIVE ASSOCIATION JOB VACANCY ANNOUNCEMENT

Opening Date:	August 20, 2019	Closing Date:	Until Filled
Position:	<b><u>Lead Dental Assistant</u></b>	Reports to:	Dental Clinic Director
Salary/Wage:	Grade 8; \$26.39 - \$29.14/HR DOE	Department:	Dental Clinic
Hours:	Varies based on schedule	Location:	SSMH

### Summary:

Supervises Dental Assistants, designated Infection Prevention Coordinator for dental department, performs Dental Administrative work, assists in training new dental assistant hires, performs clinical equipment maintenance, and performs chair side assistance in all phases of general dentistry.

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Essential job functions for the Lead Dental Assistant (in addition to the Essential Job Functions for Dental Assistants)**

Supervises Dental Assistants in their daily tasks, coordinates dental assistant training and annual competencies.

Designated as Infection Prevention Coordinator for the Dental Clinic per CDC Dental Infection Control Guidelines – in this role:

- Formulates Dental training documents for new dental equipment and dental materials.
- Orients and trains new Dental Employees - Completes the necessary training documentation for each new dental employee.
- Helps the Dental Director coordinate the Dental Clinic's JCAHO, OSHA, National Patient Safety Goals, Regulatory and Corporate compliance.
- When appointed, serves as the Dental Representative for Infection Control Committee meetings.
- Maintains the dental expiration log - Ensures that there are no expired dental materials in the dental clinic.
- Maintains the Dental Supply Inventory. Assists in placement of supply orders with our dental vendors.
- Able to complete necessary travel paperwork for village trips, CE and visiting dentists.
- Able to motivate the dental assistants to complete their duties as assigned.

### **Education & Experience**

- High school diploma or general education degree (GED)
- Minimum of 5 years of Clinical Dental Assisting Experience
- Associates or Bachelor's Degree preferred
- Completion of Dental Equipment Repair course – preferred
- Completion of I.H.S. EFDA training - preferred
- Completion of OSAP Dental Infection Control "Boot Camp" – required within 1 year of hire

### **Desired Knowledge, Skills & Abilities**

- The dental assistant should be familiar with common dental procedures such as amalgam, composite, oral surgery, pedo, endo, perio, crown and bridge.
- Knowledge of dental charting; knowledge of confidentiality requirements regarding medical/ dental records.
- Knowledge of Dental Aseptic Technique and Infection Control.
- Ability to be dependable, punctual, and positively influence/motivate other staff.

### **Certification/licensure**

- Current CPR Card
- State of Alaska Coronal Polishing Certification – required within 6 months of hire

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.  
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*This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.*

*Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.*