

JOB VACANCY ANNOUNCEMENT

Opening Date: April 20, 2021

Position:

On Job Training Dental Assistant

Salary/Wage: Grade 3: \$21.51 – \$23.75/ HR DOE

Hours: Monday – Friday; 8:30am – 5pm Some Saturdays as needed

Closing Date: Until Filled

Reports to: Director of the
Dental Clinic

Department: Dental Clinic

Location: ASNA

Brief Summary:

Trains to perform dental chairside assistance, dental sterilization, and equipment maintenance; this is a training position and all duties of the Essential Job Functions listed below are performed after proper training has occurred.

Essential Job Functions

- Receive and prepare the patient for dental work. Obtain and record patient vitals.
- Assist the Dental Program Assistants with patient data entry for the Dentrax system.
- When needed schedule appointments for patients and assist in appointment confirmation.
- Record information related to the medical history of the patient and verbally informs the doctor if the patient has a medical problem, drug allergy, or high blood pressure.
- Route patient's within the facility for medical tests and services if indicated.
- Maintain and sterilize dental instrumentation and equipment following CDC Standards for Dental Infection Control
- Maintain the logbooks for the Attest biological test for the autoclaves, morning, end-of-day, weekly, monthly, quarterly and annual To-Do lists.
- Instruct patients on post-operative care and expectations, review procedural consent forms with patients.
- Perform dental radiography process including ability to take a full mouth series, panorex, bitewings, etc.
- Provide oral hygiene instruction for adult and pediatric patients, disclose patients, perform coronal polishing as requested.
- Perform as clinical chairside dental assistant in delivery of 4-handed dental patient care for preventative, operative, prosthetic and oral surgery procedures.
- Apply Fluoride treatment.
- Assist and accompany the Dentist and/or Dental Program Assistant to the schools to provide dental prevention services and for school educational programs.
- Maintain inventory of supplies, pack and manage the dental field equipment and supplies for SSMH clinic and villages.

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.

Requirements:

- High School Diploma or GED completion
- Must be 18 years of age or older
- Current CPR Certification or willingness to become certified.

Desired Knowledge, Skills and Abilities:

The dental assistant should become familiar with common dental procedures such as amalgam, composite, endodontics, periodontics, oral surgery, crown and bridge. Patient safety, confidentiality, and customer service in relation to dental care.

- Knowledge of dental charting; knowledge of confidentiality requirements regarding medical/dental records.
- Knowledge of topical fluoride administration.
- Knowledge of Dental Aseptic Technique.
- Ability to be dependable and punctual.
- Ability to travel with dental providers to villages to render dental care as needed.

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.