Three Affiliated Tribes
Elbowoods Memorial Health Center
1251 Elbowoods Loop
New Town, ND 58763-4400
(701) 627-4750 Fax: (701) 627-2809

Job Description

DENTAL ASSISTANT

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Chief Dental Officer	**FLSA STATUS: FT-Regular**
DEPARTMENT: EMHC Dental	**LOCATION: 1251 Elbowoods Loop**
SALARY: $22.11 – $42.00 DOE/DOQ	**OPENING DATE:**
CLASSIFICATION: Non-Exempt	**CLOSING DATE:**

POSITION SUMMARY:
Under the direct supervision of the Chief Dental Officer, this position serves primarily as Dental Assistant at the Dental Clinic as part of the Elbowoods Memorial Health Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Assist Dentist chair side in exams and procedures;
2. Cleaning and disinfecting of environmental surfaces, along with autoclaving of instruments and cleaning operatory units;
3. Stock supplies;
4. Assist dentist in oral surgery, endodontics, operative, periodontics and fixed and removable prosthodontics;
5. Assist and set up crowns and bridges;
6. Takes impressions for study models;
7. Model trimming, pouring and lab work as directed;
8. Fabricates bite guards;
9. Assist hygienist when directed;
10. Takes radiographs as directed for dental examinations;
11. Performs routine preventive maintenance (daily, monthly, yearly and as required); troubleshoots common equipment failure and refers problems to technical consultant as needed;
12. Greets and escorts patients to the unit in a timely manner to accomplish good patient flow;
13. Accurately transfers health history into Dentrix and records patients' blood pressure and pulse;
14. Maintains necessary records as required;
15. Prepares assigned work area for receiving patients. Ensure that proper supplies are on hand for the procedure being performed;
16. Performs other duties as required;
17. Represents EMHC in a highly professional matter;
18. Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation;
19. Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary;

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20. Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs;
21. Adheres to and abides the policies and procedures of the MHA Nation and of the Elbowoods Memorial Health Center;
22. Adheres to the Mission, Vision and Values of the Elbowoods Memorial Health Center;
23. Attend training and maintain certifications as required; and
24. Other duties as assigned.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:
- Supervisory role does not exist.

COMPETENCIES:
- **Analytical –** The individual synthesizes complex or diverse information;
- **Problem solving –** The individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully;
- **Verbal/written communication –** The individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings;
- **Quality management –** The individual looks for ways to improve and promote quality of the department and demonstrates accuracy and thoroughness;
- **Judgment –** The individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions;
- **Planning/Organizing –** The individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans;
- **Safety and Security –** The individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

KNOWLEDGE AND ABILITIES:
Knowledge
- Knowledge of the MHA Nation and Elbowoods Memorial Health Center policy and procedures of personnel administration;
- Knowledge of sound techniques in all aspects of personnel management;
- Knowledge of the organizations and operations of administrative programs.

Abilities
- Ability to apply and adapt practices and techniques to the special requirements of senior management;

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- Ability to establish and maintain effective relationships with other management staff, employees, and the public;
- Ability to present facts and recommendations effectively in oral and written form;
- Ability to be punctual, reliable, dependable and able to maintain confidentiality.

MINIMUM QUALIFICATIONS AND EDUCATION:

- Certification of Dental Assistant Training programs; **REQUIRED**
- Completed Dental Assisting National Boards and Radiology Health and Safety exam; **REQUIRED**
- Maintain current Dental Assistant License; **REQUIRED**
- Associate's degree in dental assisting from an accredited college or university, or experience with Dentrix dental software; **PREFERRED**
- Familiarity with MHA Nation culture, values, and traditions;
- Valid Driver's License and an acceptable motor vehicle record from the North Dakota Department of Motor Vehicle; **REQUIRED**
- Must submit to a Criminal Records Background Check;
- Must submit to an Alcohol/Drug Screen and random testing as per policy.

WORKING CONDITIONS:

- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job:
    - Work is performed in an office environment with varying conditions of noise level, temperature, and illumination;
    - Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment;
    - Work situations may be stressful and require irregular hours;
    - Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment;
    - Work is performed inside with exposure to unpredictable crisis situations;
    - Shift work may be required;
    - Extensive walking is required since interaction between all disciplines within the health care operations and management is required;
    - Travel may be required to accomplish organizational goals;
- Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions:
    - The individual is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; and talk or hear;
    - The individual is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl;
    - The individual must regularly lift and/or move up to 50 pounds;

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- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus;
- Must be alert, oriented, ability to perform with accuracy and always be self-conscious of surroundings.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to ABR_MNTEMHCrecruitment@ihs.gov & Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____