

# ONEIDA TRIBE OF INDIANS OF WISCONSIN

## Human Resources Department

### JOB DESCRIPTION

#### APPLY IN PERSON AT:

Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



#### OR MAIL TO:

Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

#### APPLY ONLINE AT:

<http://.oneida-nsn.gov>

**POSITION TITLE:** Dental Assistant **EMERGENCY TEMPORARY POSITION**  
**POSITION NUMBER:** 00168, 02104  
**DEPARTMENT:** Dental  
**LOCATION:** 525 Airport Drive, Oneida, WI  
**DIVISION:** Comprehensive Health  
**RESPONSIBLE TO:** Dental Supervisor  
**SALARY:** NE09 \$13.34/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** May 25, 2016  
**CLOSING DATE:** Until Filled  
**Proposed Start Date:** As Soon As Possible

#### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

#### **POSITION SUMMARY**

Under direct supervision of the Dental Supervisor, assist the Dentist in all phases of restorative, prosthodontics, surgical, endodontics, and periodontal treatment as provided in general dentistry. Help ensure a safe and friendly environment for the patient. Continuation of this position is contingent upon funding allocations.

#### **DUTIES AND RESPONSIBILITIES:**

1. Provide chair side assistance to dentists and/or dental hygienists in the performance of dental procedures, to include operative, preventive, periodontal, endodontic, prosthetic, and/or oral surgical procedures.
2. Provide oral health care to patients of OCHC dental clinic and any current or future satellite clinics with the use of portable equipments.
3. Remain with dentist and patient during procedures.
4. Ensure that all instruments, chart and radiographs are in the chair side area prior to the arrival of the patient.
5. Receive and direct the patient to the appropriate area of the clinic for anticipated treatment needs.
6. Clean, disinfect and sterilize instruments.
7. Develop and processes dental radiographs in accordance with provider orders; assists in the monitoring and maintenance of radiation safety procedures and protocols.
8. Prepare, sterilize, organize, and set up dental equipment, ensure that all dental instruments are cleaned, dated, and processed according to established clinic guidelines and standards.
9. Responsible for maintaining a clean oral working area; record all exam findings completely and accurately in the patient chart; may act as an interpreter between patient and dentist as needed.
10. Provide instructions for patients in oral hygiene techniques and post operative instructions both verbally and in written form.
11. Perform rubber cup and toothbrush prophylaxis and topical fluoride applications.
12. Take study model impressions and pour, trim and label models.
13. Fabricate custom trays and performs other laboratory procedures such as denture repairs, mouth guard fabrications.
14. Complete pre authorization process for dental claims.
15. Clean and disinfect dental chair and chair side procedures in a timely manner after patient is dismissed and before next patient is seated.

## **JOB DESCRIPTION**

### **Dental Assistant**

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#### **DUTIES AND RESPONSIBILITIES: (Cont.)**

16. Ensure the cleanliness of physical clinic by performing housekeeping duties and periodic maintenance of filters and traps.
17. Monitor and ensure the stocking of supplies at chair side unit and reporting items needed to be ordered.
18. Maintain Universal Precaution guidelines at all times during patient care (Mask, Gloves, Eye Protection, Rubber dam usage) and wash hands before and after de-gloving.
19. Maintain sterilization room and lab area in a clean, orderly manner.
20. Monitor and maintain dental equipment, such as compressors, evacuator systems, radiographic developing equipment, sterilizers, and light curing units, in accordance with manufacturers' guidelines.
21. Follow and maintain all relevant federal, state, and institutional regulations, guidelines, policies, and standards for the provision of dental clinical services.
22. Participate in and attend in service and educational programs to improve and learn new skills.
23. Maintain patient files. Ensure all paperwork is accurate and filed appropriately in a timely fashion.
24. Assist in training new dental assistants.
25. May fill in for front desk as needed.
26. Treat patients with dignity and respect.
27. Contribute to a team effort and accomplish related results as required.
28. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
29. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
30. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently sit, stand; walk, talk and hear use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel crouch, or crawl, push or pull, and be able to reach out and pick-up and hold small objects.
2. Occasionally lift and/or move up to twenty five (25) pounds.
3. Work is generally performed in a climate controlled setting with a moderate noise level. Potential exposure to blood borne pathogens. Exposure to latex products on a routine basis. Expose to aerosols, powders and dust.
4. Evening and/or weekend work may be required.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

#### **STANDARD QUALIFICATIONS:**

1. Knowledge of patient care charts and patient histories.
2. Knowledge of patient evaluation and triage procedures.
3. Knowledge of planning and scheduling techniques.
4. Knowledge of Federal, State, and institutional regulations and guidelines for the provision of dental outpatient services.
5. Knowledge of radiation safety procedures, standards, and protocols.
6. Knowledge of supplies, equipment, and/or services ordering and inventory control.
7. Knowledge of sterile procedures.
8. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
9. Records maintenance skills.
10. Ability to work as a team member within a clinical environment.
11. Ability to set up and prepare dental equipment and instrumentation in accordance with established regulations and guidelines.
12. Ability to operate, maintain, and troubleshoot a wide range of dental equipment in accordance with prescribed procedures and standards.
13. Ability to develop and process dental radiographs.
14. Ability to exhibit good personal hygiene and good personal oral hygiene at all times.
15. Ability to communicate effectively in the English language, both verbally and in writing.
16. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
17. Ability to handle multiple tasks and meet deadlines.
18. Ability to carry out instructions furnished in verbal or written format.
19. Ability to work independently with minimal supervision.
20. Ability to maintain quality, safety, and/or infection control standards.

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### **Dental Assistant**

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#### **STANDARD QUALIFICATIONS: (Cont.)**

21. Ability and willingness to provide strong customer service orientation.
22. Ability to obtain Oneida Certification on reporting Child Abuse and Neglect within ninety (90) days.
23. Ability to obtain CPR Certification within six (6) months of employment. Must maintain certification during tenure of employment.
24. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
25. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department).**
26. Must be willing and able to obtain additional education and training.
27. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
28. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Tribe Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
29. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

#### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Certified Dental Assistant.
2. Six (6) months of dental assisting, chair side experience.

#### **MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. High School Diploma, HSED Diploma or GED Certification is required. Applicants age 50 and older are exempt from this requirement.
2. Dental Assisting Certificate from a Nationally Accredited Program and the American Dental Association Commission on Dental Accreditation

If not a graduate of a Nationally Accredited Program and the American Dental Association Commission on Dental Accreditation, Two (2) years of current dental assisting, chair side experience will be considered.

#### **ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**