

Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle Harbor Springs, MI 49740

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Job Posting

Job Title: DENTAL ASSISTANT I.
Department: Health Department
Reports To: Dentist/Health Director
Status: Non-Exempt
Salary Range: \$9.55 to \$12.92 per hour / (\$19,859 to \$26,868) annual
Level: 1
Open Date: August 12, 2010
Closing Date: September 03, 2010

SUMMARY

Under the direction of the Dentist and Dental Assistant, maintain equipment, perform laboratory procedures, x-rays, provide direct patient care as assigned, answer phones, schedule patients and other clerical duties as assigned. **This person will be trained in the skills necessary to assist the dentist with procedures and in other responsibilities of a fully functional Dental Assistant.**

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Under supervision of Dentist or Dental Assistant:

- Provide excellent customer service to dental patients.
- Answer phones and greet patients, and other front desk duties.
- Maintain dental records accurately.
- Provide dental receptionist duties and schedule dental appointments.
- Learn and utilize Dentrix software to manage dental record keeping and billing.
- Prepare patients for appointments / procedures
- Hand instruments and materials to dentist and keeps patient mouth clear by using suction or other devices.
- Sterilize and disinfects instruments and equipment.
- Prepare tray setups for dental procedures.
- Instruct patients on postoperative and general oral health care.
- Prepare materials for making impressions and restorations.
- Expose radiographs and process dental x-ray film as directed
- Schedule and confirm appointments
- Check in patients
- Keep treatment records
- Assist with ordering supplies and materials
- Other duties as assigned.

EDUCATION AND EXPERIENCE

High School diploma or equivalent, with ability to be trained and desire to work in dental field. Prefer candidate with coursework in medical field.

OTHER SKILLS AND ABILITIES

- Strong customer service ethic.
- Able to learn quickly and retain knowledge.
- Strong computer skills.
- Able to establish and maintain effective working relationships with patients, health staff, and the public
- Able to maintain quality control standards.
- Able to follow procedures and guidelines.
- Able to communicate effectively, both verbally and in writing.
- Able to work comfortably in surgical unit with exposure to bodily fluids including blood.
- Able to accept constructive feedback through learning process.
- Have proven record of reliability.

COMMENTS

Indian Preference will apply. Individual must pass a criminal background investigation.

