

**The Confederated Tribes of the  
Grand Ronde Community of Oregon**

Job Title: On \_Call Dental Assistant  
Reports to: Senior Dental Hygienist  
Average hours per week: 40

Dept: Dental  
Grade: 5  
FLSA status: Non-exempt

### **Job Summary**

Assists the dental professionals with the daily operation of the Tribal dental clinic in accordance with the Tribe's holistic health and wellness objectives for patients and families. Ensures that the provision of health care services takes place in a professional, non-bias environment and is accomplished efficiently.

### **Essential Functions**

Assists dentist at chair side utilizing basic assistant techniques for four-handed sit-down dentistry.

1. Passes instruments and materials to and retrieves them from the dentist.
2. Keeps area of operation clear using high speed evacuator, suction tip and irrigation.
3. Retracts tissue, tongue and cheek.
4. Maintains aseptic condition during surgical procedure, stabilizing tissue, cutting sutures and checking for signs of patient distress such as fainting or shock.

Assists dentist by operating dental x-ray equipment.

1. Takes intra oral radiographs; develops and mounts film.

Completes required sterilization procedures.

1. Maintains dental equipment, operatories and lab sterilization area.
2. Packages and sterilizes instruments.
3. Changes sterilization and disinfectant solutions according to required schedules.
4. Changes x-ray solutions and clean developer.
5. Cleans and lubricates hand pieces after each use.

Accurately maintains patient charts and records.

1. Records information as instructed by dental professionals.
2. Prepares other necessary forms.
3. Completes preauthorizations, as required by Contract Health Services.

Assists clinic professionals with various wellness and community education activities.

1. Assists with community screenings.
2. Provides instruction on basic dental care or post-operative care as instructed by dentist.
3. Performs other activities related to dental hygiene education.

### **Additional Functions**

1. Performs miscellaneous duties as assigned by supervisor.

## **Qualifications**

1. Requires a high school diploma or GED.
2. Six (6) months of post high school specialized trade or job skills training in a certified dental assistant program preferred.
3. Requires a minimum of six (6) months of work experience in a dental assistant position.
4. Requires knowledge of disease prevention and basic dental techniques.
5. Requires First Aid and CPR Certificate.
6. Requires a Radiology Certificate.
7. Certified Dental Assistant Certificate preferred.
8. Native American employees preferred knowledge of Native American culture required.
9. Requires a knowledge of various dental instruments, ultrasonic, sterilizer, x-ray machine, panoramic x-ray machine

## **Typical Physical Requirements and Environmental Conditions**

### Physical Requirements

1. Continually involves sedentary work: exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body.
2. Continually requires the ability to express or receive detailed information or important instructions through oral communication.
3. Often requires working with fingers rather than the whole hand or arm.
4. Continually requires repetitive movement of the wrists, hands and/or fingers.
5. Continually requires twisting body and reaching.
6. Continually requires gripping with hands and fingers and finger dexterity.
7. Often requires color identification, close vision, and depth perception.
8. Often requires walking or moving about to accomplish tasks.
9. Occasionally involves light work: exerting up to 20 pounds of force and/or up to 10 pounds of force and/or a negligible amount of force to move objects.
10. Occasionally requires standing and/or sitting for sustained periods of time.
11. Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hands and arms.
12. Occasionally requires raising objects from a lower to a higher position or moving objects horizontally.
13. Occasionally requires stooping which entails the use of the lower extremities and back muscles.

### Environmental Conditions

The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions. Frequently exposed to detergents, acids-caustics, and solvents. Frequently wears safety glasses.

## **Attendance**

Required to comply with company attendance standards to fulfill essential functions.

### **Safety**

1. Supports a safe work environment by performing all duties in accordance with Tribal safety policies and procedures. This includes, but is not limited to: reporting all incidents and accidents to your supervisor timely (within 24 hours); maintaining work areas in a safe and healthful manner; reporting and correcting any unsafe working conditions; operating vehicles in a safe and lawful manner while conducting Tribal business; providing input and assistance to reduce or eliminate workplace hazards; actively supporting ongoing safety efforts, including recommendations of the safety committee.
2. Due to the nature of interactions with other employees and the public we serve, employees may be required to provide documentation of, or receive, certain health vaccinations.

### **Drivers License & Insurance Requirement**

Must maintain a valid Oregon driver's license or obtain one upon hire, qualify for the Tribe's vehicle insurance, and provide proof of personal vehicle insurance.

### **Background Check**

Candidates for this position may be subject to criminal, credit and character background checks and fingerprinting.

### **Travel Requirements**

Local travel is occasionally required. Travel outside of the state is infrequently required.

### **Disclaimer**

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.