

**SUSANVILLE INDIAN RANCHERIA  
LASSEN INDIAN HEALTH CENTER  
795 JOAQUIN STREET  
SUSANVILLE, CA 96130**

**POSITION ANNOUNCEMENT**

Position: Dental Assistant  
Date of Announcement: September 20, 2016  
Closing Date: September 30, 2016  
Hours: Full Time  
Salary: \$14.00-\$15.45/Hour DOE

**GENERAL STATEMENT OF RESPONSIBILITY:**

The Dental Assistant will work directly with the Dentists in treatment of clinic patients. The Dental Assistant works with the Dental Receptionist, CHS Department and Billing Clerk to facilitate accurate charging and collections for dental services.

**SPECIFIC RESPONSIBILITIES:**

1. Work with CHS department on all Indian lab fees; making sure that:
  - a. The patient has no alternate resources.
  - b. The patient is CHS eligible.
  - c. The CHS funds are available for the lab work.
2. Provide preventative dental education to clinic patients and community groups when required by Dentist.
3. Seat and dismiss patients.
4. Have proper tray set ups and patient records ready for each appointment.
5. Expose and develop all necessary x-rays.
6. Assist in treatment of patients by retracting oral tissues, removing excess moisture from patient's mouth, transferring instruments, preparing and delivering restorative materials.
7. Take and pour alginate impressions, trim models, log and package lab cases to be sent out.
8. Clean and disinfect rooms after each patient visit. Clean and sterilize all

- instruments.
9. Assist in keeping patient records and charts.
  10. Perform and log equipment maintenance as scheduled in the policies.
  11. Maintain minimum inventory of dental supplies. (Take count, order when necessary, stock supplies.
  12. Other duties as assigned.
  13. Contributes to team effort by participating in the Susanville Indian Rancheria's facility wide program improvements, goals and standards.

#### QUALIFICATIONS:

1. Must possess high school diploma or GED equivalent.
2. Must be able to work as a team member.
3. Must have six month minimum experience as chair side assistant involved in the practice of dentistry.
4. Must be familiar with all aspects of modern dentistry as required.
5. Knowledge of oral hygiene techniques required.
6. Must have California X-Ray certification.
6. Must be able to relate to Native Americans.
7. Preference will be given to Native Americans. (42 CFR 36.221)