



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

POSITION ANNOUNCEMENT

Position: Dental Assistant (2)
Date of Announcement: July 5, 2018
Closing Date: July 20, 2018
Hours: Full-Time
Salary: \$15.34 - \$16.12/hr. (Depends on Experience)
Class: Non-Exempt
Benefits: Highly competitive benefits package **See below*

GENERAL STATEMENT OF RESPONSIBILITY:

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

This position works with and around our children and youth and is therefore subject to P.L. 101-630.

SPECIFIC RESPONSIBILITIES:

1. Work with PRC department on all Indian lab fees; making sure that:
 - a. The patient has no alternate resources.
 - b. The patient is PRC eligible.
 - c. The PRC 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. Performs duties as prescribed by the California Dental Board
7. Assist in treatment of patients by retracting oral tissues, removing excess moisture from patient's mouth, transferring instruments, preparing and delivering restorative materials.

8. Take and pour alginate impressions, trim models, log and package lab cases to be sent out.
9. Clean and disinfect rooms after each patient visit. Clean and sterilize all instruments.
10. Assist in keeping patient records and charts.
11. Perform and log equipment maintenance as scheduled in the policies.
12. Maintain minimum inventory of dental supplies. (Take count, order when necessary, stock supplies.)
13. Other duties as assigned.
14. 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 X-Ray certificate.
7. Must pass drug screen, criminal background investigation, and meet the minimum standards of character as established by P.L. 101-630.
8. Must be able to relate to Native Americans.

SIR BENEFITS PACKAGE

The Susanville Indian Rancheria offers its Full-Time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, and life insurance; 401(k) retirement plan.

*** Preference will be given to Native Americans (42 CFR 36.221)

