



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 257-4921

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT: April 1, 2021

CLOSING DATE OF ANNOUNCEMENT: Until Filled
First Cut-Off Date 04 15 2021
Second Cut-Off Date 04 29 2021
Third Cut-Off Date 05 13 2021
Final Cut-Off Date 04 27 2021

POSITION TITLE: Dental Assistant
SUPERVISES: No
STARTING SALARY: \$18.53 to \$23.16 depending on experience
GRADE: 9
FLSA STATUS: Non-Exempt
NUMBER OF POSITIONS: 1
STATUS: Permanent
HOURS: Full Time
BENEFITS: Highly competitive package **See below*
SUBJECT TO P.L. 101-630: Yes - This position works with and around our children and youth and is therefore subject to P.L. 101-630.

GENERAL STATEMENT OF RESPONSIBILITIES:

The Dental Assistant (DA) prepares patients for dental treatment and examinations and assists the Dentist at the chair during patient treatment. The DA reviews patient records to determine the instruments and materials that will be needed and takes x-rays of teeth and jaws. The DA also mixes and handles dental materials and makes preliminary impressions for dental prosthesis. In addition, the DA sterilizes instruments, utensils, dressings, and equipment; cleans dental rooms and equipment; and inventory and order supplies as needed. The DA maintains patient records performing simple dental lab work, and other related work as required and assigned by dentists.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Provides preventative dental education to clinic patients and community groups when required by dentist.
- Provides oral suction, retraction, and other assistance during oral surgery.

- Prepares patients for treatment and examination by seating the patient, adjusting the chair at a convenient angle, and draping the patient.
- Have proper tray set ups and patient records ready for each appointment.
- Takes x-rays of teeth and jaws as assigned by dentist.
- Reviews patient's record to determine what instruments and material will be needed and lays them out.
- Clean and disinfect rooms after each patient visit.
- Clean and sterilize all instruments, utensils, dressings and equipment.
- Takes and records medical and dental histories and vital signs of clients.
- Records and maintains client's electronic health record and or hard copy records and dental encounters.
- Passes instruments and materials to the dentist upon request.
- Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- A. Knowledge of oral hygiene techniques.
- B. Ability to work as a team member.
- C. Ability to work under the general/direct supervision of a dentist in a team setting.
- D. Skill in basic personal computer including electronic mail, word processing, spreadsheet, graphics, etc.
- E. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- F. Ability to write routine reports and correspondence.
- G. Ability to speak effectively before groups of customers or employees of organization.
- H. Skill in operating and maintaining standard dental equipment.
- I. Knowledge of dental terminology.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass P.L. 101-630 background check **OR** pre-employment background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

6. Must have (1) a two -year college degree or (2) completion of a specialized course of study at a business or trade school or (3) completion of specialized training courses conducted by equipment vendors or (4) job specific skills acquired through on-the-job training or apprenticeship program.
7. Must have completed a board-approve course in radiation safety or be willing to take this course.
8. Must possess a California Dental X-ray certificate or be willing to obtain.
9. Must possess a California Board approved Coronal polish course certificate or be willing to obtain.
10. Must have three (3) to twelve (12) months experience as chair side assistant involved in the practice of dentistry or related experience.

WORKPLACE ENVIRONMENT:

1. PHYSICAL SAFETY: The work requires minor physical exertion, such as short periods of standing, walking over rough uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. Job may require recurring lifting of lightweight objects with infrequent bending or stooping alternating with the lighter activities. Job requires minimal agility and dexterity.

2. WORKING ENVIRONMENT: Regular exposure to unfavorable environments such as weather, body fluids, toxic laboratory, and industrial chemicals, or confined, dirty and noisy locations. Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

- 1st Preference: Enrolled member of a Federally Recognized Tribe.
2nd Preference: Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.
3rd Preference: All other applicants.

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, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.

5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to jrobles@sir-nsn.gov or faxed to (530) 257-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.