



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Lead Registered Dental Assistant
Lummi Tribal Health Center (LTHC)

OPEN: September 1, 2020

SALARY: (8) \$21.82- \$24.44 p/h DOE

SHIFT: Day

LOCATION: LTHC

DURATION: Regular Full-Time

CLOSES: September 22, 2020

DIVISION: Health & Human Services

DEPARTMENT: LTHC Dental

SUPERVISOR: Dental Clinic Manager

VACANCIES: 1

JOB SUMMARY: The purpose of this position is to support the community by providing dental education and prevention in community settings. This position will also aide to increase awareness and target at risk patients and assist patients through the multi-layered health care system. Other responsibilities, as Lead Registered Dental Assistant, is to assist the dental team by leading the dental team throughout the day. This position allows the dental team to smoothly function and better serve the patients as scheduled. This position also requires performing a range of clinical functions.

JOB RESPONSIBILITIES AND SCOPE OF PRACTICE: Includes, but is not limited to, the following duties within scope of training and regulation.

1. Take health histories and record blood pressure and vital signs
2. Performs chair side assisting duties which encompass all routine dental procedures in general dentistry
3. Properly records all treatment rendered to patients in Electronic Dental Records (EDR)
4. Prepares patient and operatory for proper dental procedure including set up
5. Is responsible for cleaning, packaging, and sterilizing all dental instruments for proper storage when not in use. Maintains the dental clinic in a clean and orderly manner and keeps operatories supplied
6. Responsible for taking digital radiographs that can be diagnosed by the dental provider
7. Provides coronal or toothbrush polish, sealants, and topical fluoride treatment as assigned by dentist
8. Performs prophylaxis using a cavitron or piezo per Indian Health Service's dental assistant's expanded functions course, if applicable
9. Place Silver Diamine Fluoride as directed by the dentist
10. Place periodontal packs and remove periodontal packs or sutures, including giving preoperative and postoperative instructions
11. Place a temporary restoration after diagnosis and examination by the dentist
12. Fabricate, place, and remove temporary crowns or bridges and remove excess cement from permanent or temporary restorations
13. Assist in the administration of inhalation minimal sedation (nitrous oxide) analgesia or sedation

14. Perform routine dental laboratory procedures, including pouring and trimming models, constructing custom trays and labeling models and lab trays. Can take alginate impressions, bite registration for study models and shade selection for esthetics
15. Performs delegated administrative duties as directed by the dental director, such as but not limited to; reception duties, producing reports, collaborating on creating/maintaining manuals
16. Provides educational/outreach programs throughout the Lummi Community as requested, i.e.: TPCDC, LNS, HS/EHS, Day Care, NWIC, Little Bear within Lummi Reservation boundaries.
17. Efficiently work with the dentists, other dental assistants and hygienists in the clinic to ensure efficient patient flow according to the schedule demands and walk ins
18. Organize the assistant schedule to the appropriate dentist to make sure all staff is teamed up
19. Hold dental assistant meetings to confirm other dental assistants know policies and procedures and train incoming dental assistants
20. Delegate tasks needing to be done throughout the clinic and monitor and prioritize workflow of the dental assistants
21. Assist in confirming all dental repairs have been completed

MINIMUM QUALIFICATIONS: (Minimum Qualifications in education and work experience)

- High School Graduate diploma or GED, *required*
- Dental Assistant Program Certificate, *required*
- IHS Periodontal Training Certificate, *preferred*
- Minimum 2 years experience of Dental Assisting
- Current license with the State of Washington as a dental assistant
- Current CPR card, may obtain upon hire
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS: (List of knowledge, abilities and skills)

- Must acquire HIPAA training, and comply with confidentiality regulations, willing to train within 90 days of hire.
- Knowledge of all instruments normally used in routine dental procedures for restorative, prosthodontic, oral surgical, endodontic, and periodontal treatment.
- Be efficient at chairside techniques in all of above fields
- Knowledge of dental anatomy and ability to properly capture diagnostic radiographs
- Knowledge and skill in adjusting and operating dental radiographic equipment
- Physical Demands - requires long periods of standing, walking, sitting, and bending
- Ability to adhere to all professional guidelines, departmental rules, regulations, policies, and procedures set down in LTHC clinic by-laws
- Ability to interact and communicate with patients in a respectful and compassionate manner.
- Ability to work respectfully with co-workers and other clinic staff
- Ability to use protective equipment for possible biohazard exposure
- Nature of job requires risk of exposure to Hepatitis B, C and HIV on a routine basis. Work involves exposure to communicable diseases, radiation, flying debris, nitrous oxide gas, toxic fumes from dental laboratory materials, violet and blue light emissions from dental light curing units, and exposure to aerosol emissions from the oral cavity

REQUIREMENTS:

- Maintain patient privacy rights and adhere to HIPAA.
- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.

- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.