



# 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:** Dental Health Aide Therapist (DHAT) Coordinator  
Lummi Tribal Health Center (LTHC)

**OPEN:** March 30, 2021

**CLOSES:** April 20, 2021

**EXEMPT:**

**JOB CODE:**

**SALARY:** (7) \$18.97-\$21.25 p/h DOE

**DIVISION:** Health and Human Service

**SHIFT:** Day

**DEPARTMENT:** LTHC Dental

**LOCATION:** Lummi Tribal Health Clinic

**SUPERVISOR:** Dental Director

**DURATION:** Regular Full-Time

**VACANCIES:** 1

**JOB SUMMARY:** The DHAT Coordinator will work in collaboration with their supervisor to implement an initiative to develop alternative oral health providers. The DHAT coordinator will collaborate with the LTHC staff to conduct activities in oral health program development. The DHAT coordinator will assist the front staff and report to the dental director.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

### **ADMINISTRATION**

1. Collaborate with Dental Director and DHATs and assist to educate tribal members about role of DHAT in oral health team
2. Support Dental Director to execute internal and external communications plan related to DHAT
3. Support DHATs with patient schedule and coordinate outreach
4. Participate in national learning collaborative about Dental Therapy
5. Assist Dental Clinic Manager with dental assistant and front desk leave and ensure the clinic has proper coverage to function at full capacity
6. Performs functions necessary for billing dental charges to appropriate parties including DSHS and other insurance companies
7. Review and confirm dental insurance for next day appointments
8. Confirm CHS and Direct status of patients and mark accordingly in the electronic dental record
9. Responsible for reviewing daily correspondence through mail and fax and delivering to appropriate location
10. Responsible for cleanliness and organization of front desk area

### **PATIENT CARE**

1. Confirm all cases (fixed and removable) are here prior to confirming next day appointments
2. Add appropriate flag in electronic dental record for direct patients
3. Assist in answering phones and scheduling
4. Assist in getting patient consents for treatment on check out
5. Assist with following up with patients after referrals have been written

6. Assist with coordinating care between dental team and patients

**MINIMUM QUALIFICATIONS:**

- High School Graduate with diploma or GED
- Associates Degree or 2 years of college, *preferred*
- 1 years office experience
- 3 years of dental experience, *preferred*
- Current CPR card, may obtain upon hire
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Must acquire HIPAA training, and comply with confidentiality regulations, willing to train within 90 days of hire.
- Computer Skills: Experience with RPMS, Microsoft Word, Excel and other software programs.
- Understanding the Dental Health Therapy Aide program and mission
- Knowledge of dental terminology, coding, scheduling systems.
- Knowledge of office equipment, copiers, fax machines, scanner, etc.
- Knowledge of Lummi Tribal Health Center Policies and LIBC Policies.
- Must be able to organize, prioritize and deliver tasks in an effective, efficient and timely manner.
- Have excellent communication skills both verbal and written (will be asked to demonstrate answering a telephone call.)
- Must be able to work independently with little or no direct supervision.

**REQUIREMENTS:**

- 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 an extensive Criminal Background Check and FAMLINK 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](mailto: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.