



# 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:** April 18, 2019

**EXEMPT:** No

**SALARY:** Grade 6(\$16.50-\$18.48)

**SHIFT:** Day

**LOCATION:** LTHC

**DURATION:** Regular Full-Time

**CLOSES:** April 26, 2019

**JOB CODE:**

**DIVISION:** HHS

**DEPARTMENT:** LTHC Dental

**SUPERVISOR:** Dental Clinic Manager

**VACANCIES:** 1

**JOB SUMMARY:** The purpose of this position is to assist the dental team by leading the dental assistants throughout the day to allow for a organized procedure. This position also requires performing a range of clinical functions. This position allows the dental team to smoothly function and better serve the patients as scheduled. Employee will works under the direct supervision of the Dental Director.

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

1. Assists in organizing schedules so the day can flow properly.
2. Organize the assistant schedule to the appropriate dentist to make sure all staff is teamed up.
3. Train incoming dental assistants of procedures and tasks.
4. Hold Dental Assistant meetings to confirm other dental assistants know procedures: Nitrous Oxide, Crown and Bridge, Endodontics, Sterilization, etc.
5. Assist Dental Hygienist Supervisor to confirm monthly tasks are being completed.
6. Delegate tasks needing to be done throughout the clinic.
7. Assist in confirming all dental repairs have been completed.
8. Monitor and prioritize workflow of the dental assistants.
9. 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.
10. They are to act as "traffic control" of patient flow and assist the dentist in guiding them to ensure proper flow in the clinic.
11. Performs chair side assisting duties which encompass all routine dental procedures in general dentistry.
12. Properly records all treatment rendered to patients in Electronic Dental Records.
13. Prepares patient and operatory for proper dental procedure including setting up the proper instruments necessary.
14. 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.
15. Provides coronal or toothbrush polish, sealants, and topical fluoride treatment as assigned by dentist.
16. Performs prophylaxis using a cavitron or piezo per Indian Health Service's dental assistant's expanded functions course.

17. Is able to 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.
18. Relays to patient post treatment instructions. Motivates and instructs patients in proper preventive techniques. Notes in chart where the patient needs improvement in hygiene.
19. Responsible for keeping operatories well supplied.
20. Performs delegated administrative duties as directed by the dental director, such as but not limited to:
  - a. Reception duties
  - b. Producing reports
  - c. Collaborating on creating/maintaining manuals.
21. Represent Lummi Dental at health fairs, community events, school, and ELC (Early Learning Center).
22. Assist dental hygienist or dentist as directed during school, Head Start and ELC (Early Learning Center) visits.).
23. 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.
24. Place Silver Diamine Fluoride, as assigned by dentists.
25. Remove the excess cement after the dentist has placed a permanent or temporary restoration.
26. Place periodontal packs and remove periodontal packs or sutures.
27. Place a temporary filling (as zinc oxide-eugenol (ZOE)) after diagnosis and examination by the dentist.
28. Fabricate, place, and remove temporary crowns or temporary bridges.
29. Place dental X-ray film and expose and develop the film and take intra-oral and extra-oral photographs, including digital x-rays.
30. Take health histories. Take and record blood pressure and vital signs.
31. Give preoperative and postoperative instructions.
32. Assist in the administration of inhalation minimal sedation (nitrous oxide) analgesia or sedation
33. Place topical anesthetic

**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 1 year experience of Dental Assisting, *required*
- 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 chair side techniques in all of above fields.
- Knowledge of dental anatomy and ability to properly expose and process diagnostic radiographs.
- Knowledge and skill in adjusting and operating dental radiographic equipment.
- Ability to explain to patients post operative instructions, preventive techniques and home care instructions.

- Chair side assisting, clinic maintenance and record keeping comprise a significant amount of work performed. The position facilitates the work of the dental team and affects the attitudes
- of patients and increases the efficiencies of the dental team.
- Contacts are with the dental team and patients of the facility.
- Physical Demands - requires long periods of standing, walking, sitting, and bending.
- Work involves exposure to communicable diseases, radiation, and flying debris and therefore, masks, gloves, clinic coats, and protective eyewear is required.

#### **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: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> 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.