



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

## DENTAL ASSISTANT (UNLICENSED)

### *Position Description*

**Opens: January 23, 2025**

**Closes: February 14, 2025**

<b>Department:</b>	Health & Human Services	<b>Reports to (title):</b>	Clinic Administrator
<b>Job Code:</b>	N-9	<b>Job Location:</b>	Bois Forte Health and Human Services - Nett Lake and Vermilion, MN
<b>Pay Range:</b>	Min: \$16.06 Mid: \$20.07 Max: \$24.09	<b>Supervises:</b>	None
<b>Hours/week:</b>	40	<b>Classification:</b>	Non-Exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	04/25/2024
<b>Indian Child Protection Background:</b>	Yes	<b>Revised Date:</b>	04/25/2024

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Dental Assistant supports dental care delivery by preparing treatment rooms, patient, instruments, and materials, and passing instruments and materials; performs all procedures in compliance with the Dental Practice Act.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Assist chair-side with pediatric, adolescent, adult, and geriatric patients, fully anticipating the Dentist’s need for various instruments, materials, and services.
2. Document examination information and treatment performed.
3. Order supplies and keeps Dental Office properly stocked at all times.
4. Keep all instruments sharpened and properly cleaned or sterilized.
5. Remove sutures, apply desensitizing agent, places surgical gauze following extractions and applies and removes periodontal dressing under personal supervision of licensed dentist.
6. Perform oral prophylaxis and apply topical fluoride treatments under personal supervision of licensed dentist.
7. Measure and record blood pressure and health history.
8. Maintain a variety of reports related to dental activities.
9. Follow occupational safety and infection control guidelines for Dental Office personnel.

## *Position Description*

10. Clean, sterilizes and disinfects dental instruments and equipment, which includes running and recording weekly sterilization tests as stated in the QI Infection Control Standards.
11. Motivate and instruct patients in proper brushing and flossing techniques and care of orthodontic appliances.
12. Ability to travel between Nett Lake and Vermilion sites when needed.
13. Orders MSDS sheets with each new product; reviews them and binds them in the MSDS reference binder.
14. Establishes a network of sales representatives, supply companies and dental laboratories.
15. Assist in identifying high-risk groups and initiating preventive planning needs; assists in developing and implementing community dental prevention programs, such as National Children's Dental Health-month and the Health Fair.
16. Compile and report programmatic data and surveys required by the RTC, IHS and dental program to include annual, monthly, preventive, fluoride, and school reports.
17. Answer correspondence to dental suppliers, doctors and patients as instructed by the Dentist.
18. Assist with scheduling patient appointments and patient services.
19. Participate in Quality Improvement activities; attends general staff meetings, dental staff meetings and Bemidji Area Dental meetings, as well as continuing education seminars to maintain licensure.
20. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
21. Performs other duties as assigned.

### **MINIMUM MANDATORY QUALIFICATIONS**

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| Experience:  | <ul style="list-style-type: none"><li>• One year working in a dental office setting with experience in accessing, evaluating, and taking appropriate measures to assist, teach and follow-up on preventative dental care.</li></ul>  |
| Education:   | <ul style="list-style-type: none"><li>• High School Diploma or GED</li></ul>   |
| License/Certification:   | <ul style="list-style-type: none"><li>• CPR Certification.</li></ul>   |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Knowledge of reception, routing and scheduling patients, ordering supplies, and keeping a clinic properly supplied.</li><li>• Ability to sterilize dental instruments and keep clinics clean and presentable to patients.</li><li>• Knowledge of dental terminology in order to accurately record treatment and examination information in patient files, and ability to file and retrieve patient records.</li><li>• Ability to explain pre-operative and post-operative instructions to the patient, obtain consent for surgical procedures, explain preventive techniques and home care instructions, as well as answer patients' questions, issues and concerns regarding their oral health status and the care options available to them, in a professional, complete, reassuring, respectful manner.</li><li>• Knowledge of all routine and specialty instruments and procedures in order to prepare for and assist with normal clinical procedures.</li><li>• Ability to recognize common dental disorders such as dental caries and periodontal inflammation, the ability to perform certain procedures to treat these conditions when under personal supervision of licensed dentist.</li><li>• Knowledge of dental terminology so that proper recording of dental treatment occurs.</li><li>• Knowledge of the instruments, materials, and set-ups necessary for the full range of routine dental care.</li><li>• Ability to attend to multiple tasks at the same time and to prioritize assignments and responsibilities to ensure compliance with established deadlines and protocols.</li></ul> |

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- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available training and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

### **PREFERRED QUALIFICATIONS**

- Six months of acceptable course work, preceptorship, or other formal training and/or work assignment specifically designed to equip incumbent with the knowledge and skills required to perform.

### **WORK ENVIRONMENT**

**Work environment:** The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps, and infectious body fluids.

**Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.

**Mental demands:** There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### **TRIBAL AND INDIAN PREFERENCE**

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

### **OTHER**

**Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.

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Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at [www.boisforte.com](http://www.boisforte.com) to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.**