



THE COQUILLE INDIAN TRIBE

Ko-Kwel Wellness Center

Job Title: Dental Assistant
Department: KO-KWEL WELLNESS CENTER (KWC)
Reports to: Dental Office Manager
FLSA Status: Non-Exempt Full Time
Salary Grade: \$17.14 - \$25.71
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen, Criminal, and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Dentist, the Dental Assistant will assist in preparing dental patients for procedures and assists the Dentist in ensuring the dental workspace meets strict hygienic requirements.

ESSENTIAL DUTIES and RESPONSIBILITIES

1. Assist the dentist in all procedures as required.
2. Sterilize all the dental equipment before and after every procedure to maintain hygiene.
3. Maintain dental records of each patient and arrange them in a proper filing system.
4. Educate the patients on proper dental care and procedures.
5. Prepare the patients before the check up with the dentist.
6. Provide dental records to the dentist prior to appointments or as needed.
7. Take x-rays of teeth.
8. Keep a record of the inventory and supplies required for dental procedures.
9. Coordinate with the other dental staff to ensure appointments run smoothly.
10. Build good relationships with each patient and show a caring attitude toward their care and comfort.
11. Fill in for the dental receptionist for breaks and time off.
12. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. This position may involve transporting Native Americans and Non-Native

patients and clients in the Health Center vehicles, employee-owned vehicles and rental vehicles to and from a variety of Health Center functions and activities.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds.

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Must be able to communicate and demonstrate care in performing job duties.
2. Must have the ability to plan and organize detailed work.
3. Must be approachable with a pleasant and welcoming demeanor.
4. Position requires the ability to collect information and manage the flow of information.
5. Individual will be adaptable and demonstrate initiative to accomplish work tasks efficiently.
6. Must be able to maintain confidential information.

REQUIRED QUALIFICATIONS

- A. High School Diploma or GED.
- B. 12 months of experience working in a dental office performing chair side assistance.
- C. Certified Dental Assistant certificate from an accredited school.
- D. EFDA preferred.
- E. Understanding of HIPAA, policies, state and federal regulations.
- F. Knowledge of dental terminology, procedures and diagnosis.
- G. Above average experience using a PC and MS Office products.
- H. Working knowledge of dental or other insurance programs helpful.
- I. Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.