



**Job Title:** Dental Assistant  
**Department:** Dental  
**Reports to:** Dental Director  
**FLSA Status:** Non-Exempt  
**Salary Grade:** \$20.57 – \$26.74  
**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.

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### **SUMMARY OF MAJOR FUNCTIONS**

Under the direct supervision of the Dental Director, the Dental Assistant will assist in preparing the clinic for patient care, provide chairside assistance for the dental providers, and help ensure the dental workspace meets strict hygienic requirements.

### **ESSENTIAL DUTIES and RESPONSIBILITIES**

1. Assists dental providers in all procedures as required.
2. Follows infection control policies and procedures for sterilization of instruments, cleaning of patient care areas, and use of personal protective equipment.
3. Maintains complete and accurate patient dental records, charts, and filings. Provides dental records to dental providers prior to appointments.
4. Prepares operatories for patient care, including cleaning and setting up the instruments and supplies prior to seating patient.
5. Greets and seats patients in a timely manner for their appointments.
6. Provides oral hygiene instruction and performs authorized patient care services.
7. Prepares post-op care bags, tooth decay prevention packs, and oral hygiene information bags.
8. Performs digital dental x-rays and takes impressions as ordered by providers.
9. Prepares treatment plans for patient signatures.
10. Maintains eye wash station and water line. Mops and sweeps floors as needed.
11. Maintains records of inventory and supplies required for dental procedures. Receives and organizes supplies. Restocks and replaces products.
12. Coordinates with other dental staff to ensure efficient and effective dental clinic operations.
13. Manages closings of operatories, sterilization room, and x-ray machines.
14. Assists with orienting, training, and delegating work for assigned staff.
15. Performs as dental receptionist in their absence.
16. 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 KWC 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 for extended periods of time, raising or lowering objects, and occasionally requires lifting up to 25 pounds. Requires occasional sitting, stooping, kneeling, crouching, or crawling. Work is generally performed in a dental office setting. Work involves exposure to hazardous materials, excessive noise, infectious disease.

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. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to maintain records and produce correspondence, documents, and reports.
6. Individual will be adaptable and demonstrate initiative to accomplish work tasks efficiently.
7. Must be able to maintain confidential information.
8. Knowledge of regulations on the confidentiality of medical records (HIPAA).
9. Knowledge of dental terminology, procedures and diagnosis.

### **QUALIFICATIONS**

1. High School Diploma or GED required.
2. 12 months of experience working in a dental office performing chair-side assistance.
3. Certified Dental Assistant certificate from an accredited school.
4. Dental x-ray certification preferred. If not certified, must be able to obtain certification within six (6) months of hire date.
5. Above-average experience using a PC and MS Office products.
6. Working knowledge of dental or other insurance programs helpful.
7. Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.
8. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.