



THE COQUILLE INDIAN TRIBE

Ko-Kwel Wellness Center

Job Title: Dental Assistant
Department: Dental
Reports To: Dental Office Manager
Hiring Range: \$21.71 - \$24.98
FLSA Status: Non-Exempt, Full-time
Location: Coos Bay, Oregon

This position is a covered position under Coquille Indian Tribe Chapter 185 – Child Protection Ordinance.

All candidates must successfully pass a pre-employment drug screen, criminal background check, and character background check.

JOB SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Dental Office Manager, the Dental Assistant supports daily dental clinic operations, prepares the clinic for patient care, provides chairside assistance to dental providers, and ensures compliance with strict infection control standards.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Assists dental providers in all required procedures.
2. Follows infection control policies and procedures, including sterilization, cleaning patient care areas, and proper use of PPE.
3. Maintains complete and accurate dental records, charts, and filings; prepares records for providers prior to appointments.
4. Prepares Treatment rooms for patient care, including cleaning and setting up instruments and supplies.
5. Greets and seats patients promptly while providing a welcoming and professional patient experience.

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.
9. Prepares treatment plans for patient signatures.
10. Maintains assigned clinical equipment and areas in accordance with established safety, sanitation, and infection-control procedures.
11. Tracks inventory and supply levels; receives, organizes, restocks, and replaces materials.
12. Coordinates with dental staff to support efficient and effective clinic operations.
13. Manages closure of operatories, sterilization room, and x-ray machines.
14. Assists with the orientation and training of assigned staff and supports task coordination as directed.
15. Serves as the dental receptionist in their absence.
16. Performs other duties as assigned.

This description reflects the essential functions of the job but does not detail all duties that may be required. This position may involve transporting patients in KWC vehicles, employee-owned vehicles, or rental vehicles as part of authorized Health Center functions and activities.

PHYSICAL REQUIREMENTS

Work is performed in a dental clinic environment and requires:

1. Clear verbal communication.
2. Repetitive wrist, hand, and finger movements.
3. Walking and standing for extended periods.
4. Raising or lowering objects; ability to lift up to 25 pounds occasionally.
5. Occasional sitting, stooping, kneeling, crouching, or crawling.
6. Working in environments with hazardous materials, excessive noise, and infectious diseases.
7. The individual must be able to perform essential duties with or without reasonable accommodation without posing a safety risk to self or others.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

1. Ability to communicate effectively and demonstrate care in patient interactions.
2. Strong ability to plan, organize, and execute detailed work.
3. Approachable, pleasant, and welcoming demeanor.
4. Ability to collect and manage information efficiently.
5. Proficiency with Microsoft Office applications and the ability to effectively use electronic dental records, practice-management systems, and other technology required for the position.
6. Adaptability and initiative to complete tasks efficiently.
7. Ability to maintain strict confidentiality.
8. Knowledge of HIPAA and medical record confidentiality requirements.
9. Knowledge of dental terminology, procedures, and diagnoses.

REQUIRED QUALIFICATIONS

1. High School Diploma or GED required.
2. Minimum one (1) year of experience providing chairside assistance in a dental office required.
3. Certified Dental Assistant certificate from an accredited school.
4. Proficiency with Microsoft Office applications and the ability to effectively use electronic dental records, practice management systems, and other technology required for the position.
5. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
6. Must accept the responsibility of being a mandatory reporter for suspected abuse or neglect of vulnerable populations, including infants and children, elderly individuals, dependent adults, individuals with mental illness or developmental disabilities, and residents of health care facilities.

PREFERED QUALIFICATIONS

1. Dental x-ray certification is preferred; if not certified, must obtain within six (6) months of hire.
2. Working knowledge of dental or other insurance programs preferred.