

# Little Traverse Bay Bands of Odawa Indians

## Job Posting



**Job Title:** Dental Assistant

**Department:** Health

**Reports to:** Dentist

**Salary Level:** \$15.13 to \$20.47 per hour / (\$31,475 to \$42,584) Annually

**Status:** Non-Exempt

**Level:** 4

**Opens:** February 27, 2019

**Closes:** Until Filled

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### SUMMARY:

Under the direction of the Dentist, provides excellent customer service to dental patients. Perform and assist with dental procedures, maintains equipment, perform laboratory procedures, X-rays, and provide direct patient care as assigned by the Dentist. Assist at front desk.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

#### **Dental Assistant Duties:**

- Provide excellent customer service to dental patients.
- Responsible for routine chair side assisting, accurate recording of examination information and treatment performed.
- Prepare tray setups for dental procedures.
- Instruct patients on postoperative and general oral health care.
- Prepare materials for making impressions and restorations.
- Expose radiographs and utilize digital radiographic technique.
- Prepare patients for appointments and procedures.
- Responsible for ordering necessary supplies and keeping dental clinic properly stocked at all times.
- Responsible for day to day maintenance of all dental clinic areas, including minor equipment adjustments and cleanliness of dental clinic area.
- Keeps all instruments sharpened and properly cleaned or sterilized.
- Takes impressions for study models, pours and trims models, fabricates custom trays and bite rims.
- Applies and removes rubber dams, removes sutures, applies desensitizing agent, places surgical gauze following extractions and applies and removes periodontal dressings.
- Performs oral prophylaxis and applies topical fluoride treatments.

**Dental Front Desk Duties:**

- Provides excellent customer service to dental patients. Answers phones and greets patients as they arrive to appointments.
- Maintain dental charts accurately; including paper charts and in Dentrix software.
- Schedule dental appointments, provide patients with appointment reminder cards and reminder calls.
- Utilize Dentrix software to manage dental record keeping and coordinate billing with Billing Specialist.
- Monitor dental budget and provide updates and reports to Dentists.
- Maintain inventory of supplies, and order supplies and materials as necessary.
- Run reports from Dentrix as requested to provide data for management.
- Assist patients with referrals to outside providers by scheduling appointments and working with Managed Care team for payment approvals/denials.

**EDUCATION AND EXPERIENCE:**

Registered Dental Assistant (RDA) in Michigan preferred OR Dental Assistant with three years clinical experience below:

- Skill and dexterity in performing all intra-oral and extra oral techniques.
- Knowledge of dental terminology in order to accurately record treatment and examination information in patient file, and ability to file and retrieve patient records.
- Knowledge of all routine and specialty instruments and procedures in order to prepare for and assist with routine clinical procedures.
- Knowledge of dental anatomy in order to properly obtain radiographs.
- Skill necessary to perform reversible intra-oral techniques, specifically routine restoration of teeth with alloy and composite materials.
- Ability to recognize common dental disorders such as dental caries and periodontal inflammation, and ability to perform certain procedures to treat these conditions when directed by the dentist.
- Some dental front desk experience preferred.

**SKILLS AND ABILITIES:**

Skill in maintaining computer records and recording test results. Skill in establishing and maintain effective working relationships with patients, health staff, and the public. Ability to maintain quality control standards. Ability to react calmly and effectively in emergency situations. Ability to interpret adapt and apply guidelines and procedures. Ability to communicate clearly. Must have a positive work history as evidenced by references from previous employers.

**COMMENTS:**

Indian preference will apply. Individuals must pass a thorough background investigation. Individual must take TB test and get influenza vaccination annually due to working in a health setting.