



Choctaw HealthCenter

Dental
210 Hospital Circle
Choctaw, MS 39350-6781
PH: 601.389.4030

JOB ANNOUNCEMENT# 121144

Position Title: Bogue Chitto Dental Assistant
Salary: Grade 8
Supervisor: Dental Assistant Supervisor/Dental Director
Job Location: Bogue Chitto Clinic and other CHC Clinics
Type of Employment: Full Time/Non-Exempt
Opening date: **NOVEMBER 02, 2018** NOV 02 2018
Closing date: **NOVEMBER 16, 2018 OR UNTIL FILLED**

Scope of Service and Effect:

The scope of the work of the incumbent is to make possible the dentist performing a greater amount of work more easily than he could ever do unaided. The more effective the incumbent can assume sub-professional tasks; the better will be the quantity and quality of clinical work accomplished by the dentist.

Responsibilities and Duties:

1. Chair-side Assisting: Dental Assistant assists the Dentist at the chair to perform all surgical periodontal, endodontic, prosthetic, pediatric and emergency procedures. This assistance includes retraction of tissue; evacuation of debris; anticipation of the dentists needs so as to select and pass the correct instrument: and proper manipulation of dental materials. To provide correct assistance the employee is required to have a working knowledge of all dental instruments, materials, procedures and the sequence in which they are used.
2. Performs prophylaxis (with hand instruments or toothbrushes), and application of topical fluoride.

3. Reception and preparation of patients for dental treatment: Dental assistant greets, seats, and prepares patients for treatment. He/she informs patients of planned treatment; collects and verifies current medical history; and prepares patients' record and provides it for the dentist's use. He or she also sets up all necessary instruments and materials and adjusts patient seating when necessary. He/she is responsible for the clean-up of the patient, the making of future appointments and dismissal. Tact, respect, and courtesy prevail throughout all contact with the patient.
4. Dental Radiography: Correctly exposes, processes and mounts both intra- and extra-oral radiographs.
5. Housekeeping: Maintains the dental unit in a clean condition at all times. Instruments are cleaned, pre-packaged, sterilized and stored, according to procedure.
6. Record Keeping: Obtains and records all patient identification information. Records all epidemiological and service information as dictated by the dentist.
7. Patient Education: Provides patients with chair side health education information and dismisses patient with proper post-operative instruction.
8. Laboratory assistance: Dental assistant is responsible for making custom trays and impressions; cleaning, boxing, pouring impressions; separation and trimming of models; and adjusting and polishing dentures as directed. The incumbent performs these duties under general supervision but only with specific prior instruction and with checks by the dental officer at appropriate times.
9. Miscellaneous duties: Dental assistant assists the dentist in chairside instruction pertaining to the patient as well as aiding in school, civic, and clinic oral health education programs. He/she must maintain a current CPR and radiology certification and attends all mandatory in-services. He/she does other duties as assigned.

Work Environment

The work environment characteristics described here are representative of 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.

Physical Demands (if applicable):

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 and hear. 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 depth perception, reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.

Qualifications:

1. At least two years' experience as a dental assistant with heavy emphasis on chair side assistant and sterilization procedures desirable.
2. High school diploma or GED certificate. Must be proficient with computers. Prefer two years of college experience or formal Dental Assistant Program graduate.
3. Bilingual skills in English and the Choctaw language.
4. Knowledge of and ability to recognize common dental disorders and conditions such as tooth decay and inflamed tissue sufficient to perform as directed by dentist intra-oral procedures which treat these conditions.
5. Knowledge of the principles and practices of dental public health and the resources available in order to develop and carry out the preventative dentistry program.
6. Knowledge of human behavior during stressful situations in order to exercise emotional control, tact, patience and reliability in carrying out patient care and supervisory responsibilities.
7. Knowledge of the availability and use of resources designated as primary care and referral services.
8. Ability to provide individual and family counseling, guidance and health instruction to help patients to understand how to prevent disease and maintain good physical and mental health.
9. Knowledge of health record aspects of patient care and ability to accurately and completely document related clinical data.
10. Knowledge of organizational data systems in areas of data entry, patient registration, data retrieval, procurement processes, and communication systems.
11. Knowledge of reception, routing and scheduling patients, scheduling for efficient and adequate staffing of clinic, timekeeping procedures, and organizational leave procedures.
12. Knowledge of sterilization techniques to sterilize dental instruments and keep clinic clean and presentable.
13. Knowledge of dental terminology in order to accurately record treatment and examination information in patient file, and ability to file and retrieve patient records.
14. Knowledge of all routine and specialty instruments and procedures in order to prepare for and assist in all normal clinical procedures.
15. Knowledge of dental anatomy in order to properly obtain radiographs.
16. Knowledge of IHS Data Systems such as RPMS, Dentrax Enterprise, and Quality Management packages.
17. Skills with PC's and specific software packages such as Dentrax and Microsoft Office software.
18. Skill in forming and maintaining interpersonal community based relationships to carry out requisite community health projects.
19. Good child communication skills and/or experience in working with children is desirable.

20. Must have Mississippi State Board Radiology Certificate or obtain the certificate within six months of employment.
21. Must possess a valid Mississippi driver's license and automobile liability insurance.
*** REQUIRED**
22. A record of satisfactory performance in all prior and current employment positions as evidenced by positive employment references from previous and current employers.
23. Completion of Criminal Background Investigation and must pass a pre-employment drug test.

In accordance with the Choctaw Health Center Employee Health Program, a pre-employment physical examination is required and annual physical examination while employed at CHC.

*****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

**Mississippi Band of Choctaw Indians
Human Resources
P. O. Box 6033, Choctaw Branch
Choctaw, MS 39350**