



CHOCTAW HEALTH CENTER
DENTAL DEPARTMENT
MISSISSIPPI BAND OF CHOCTAW INDIANS
210 HOSPITAL CIRCLE
CHOCTAW, MISSISSIPPI 39350
PHONE (601) 389-4030
FAX (601) 389-4031

JOB ANNOUNCEMENT# 121144

Position Title: CHC/Bogue Chitto Dental Assistant
Salary: Grade 8
Supervisor: Dental Assistant Supervisor/Dental Director
Job Location: Choctaw Health Center/Bogue Chitto Dental Clinic
Type of Employment: Regular Full Time/Non-Exempt/Essential
Opening date: **JANUARY 05, 2022** *JAN 05 2022*
Closing date: **JANUARY 19, 2022 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. Performs all duties with excellence and in accordance with state and Federal guidelines for dental practice.
2. Sterilization: Properly sterilize all dental instruments and equipment in accordance with program policy and OSHA guidelines. Maintain order and cleanliness in the sterilization area. Perform weekly sterilization efficiency testing and maintain a log of the results. Perform weekly and monthly maintenance of ultrasonic cleaner and all autoclaves.
3. Restock and maintain an inventory of dental supplies and instruments to assure a constant level is always available. Communicate with the dental assistant assigned to requisition supplies any items that need to be replenished or replaced.
4. Performs prophylaxis (with hand instruments or toothbrush), and application of topical fluoride.
5. Chair-side Assisting: Check patient's vital signs (i.e., blood pressure, temperature, etc.) in accordance with program policies. 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 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.

6. In addition, the employee should seat the patient in a timely manner and have the patient ready for the dentist to promote efficient patient flow.
7. Dental Radiography: Correctly exposes, processes and mounts both intra- and extra-oral radiographs in EDR.
8. Housekeeping: Regularly launders dental team members scrubs and maintains the security of the laundry room. Keeps units stocked with proper PPE supplies.
9. Record Keeping: Obtains and records all patient identification information. Records all epidemiological and service information as dictated by the dentist.
10. Receptionist Duties: Greets and seats patients, adjusts chair to proper height and position, and drapes patients. Ascertains chief complaint for Dentist and explains to patient what is to be done during treatment.
11. Patient Education: Provides patients with chair side health education information and dismisses patient with proper post-operative instruction.
12. Laboratory assistance: Responsible for helping pour up alginate impressions when the Dental Lab Technician is absent. The incumbent performs these duties under general supervision but only with specific prior instruction and with checks by the dentist at appropriate times.
13. 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 will be expected to cover "on-call" as scheduled by the DA Supervisor.
14. Maintains a current CPR and radiology certification and attends all mandatory in-services.
15. Performs other duties as assigned by Supervisor.

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. There is a potential for exposure to infectious diseases.

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.

Other Requirements of the Position:

1. Fully uphold all principles of confidentiality and patient care.
2. Adhere to all professional and ethical behavior standards of the healthcare industry.
3. Interact in an honest, trustworthy, and dependable manner with patients, employees and vendors.
4. Possess cultural awareness and sensitivity.
5. Must have a positive, friendly, upbeat, and accommodating tone; and
6. Must possess a strong work ethic and team player mentality

Qualifications:

1. At least two years' experience as a dental assistant with heavy emphasis on chair side assistant and sterilization procedures desirable.
2. At least two years' experience as a dental assistant with heavy emphasis on chair side assistant and sterilization procedures is desirable. Prefer two years of college experience or formal Dental Assistant Program graduate.
3. Bilingual skills in English and the Choctaw language.
4. Must have Mississippi State Board Radiology Certificate or obtain the certificate within six months of employment.
5. Must be computer literate and have experience with Microsoft Word, Outlook, and Excel. Experience with Dentrix and other database programs is preferred.
6. Willingness to be trained and able to retain the information of the assigned duties and responsibilities.
7. Must have strong organizational skills and technical acumen to carry out the assigned duties and responsibilities. Must perform duties with a high attention to detail and be able to multi-task.
8. Must work well independently and as a part of a team.
9. Knowledge of the principles and practices of dental public health and the resources available to develop and carry out the preventative dentistry program.
10. Knowledge of human behavior during stressful situations to exercise emotional control, tact, patience, and reliability in carrying out patient care responsibilities.

11. Ability to provide individual and family counseling, guidance, and health instruction to help patients to understand how to prevent disease and maintain good dental health.
12. Knowledge of health record aspects of patient care and ability to document related clinical data accurately and completely.
13. Knowledge of organizational data systems in areas of data entry, patient registration, data retrieval, procurement processes, and communication systems.
14. Knowledge of sterilization techniques to sterilize dental instruments and keep clinic clean and presentable.
15. Knowledge of all routine and specialty instruments and procedures in order to prepare for and assist in all normal clinical procedures.
16. Knowledge of dental anatomy to properly obtain radiographs.
17. Skill in forming and maintaining interpersonal community-based relationships to carry out requisite community health projects.
18. Good child communication skills and/or experience in working with children is desired.
19. A record of satisfactory performance in all prior and current employment positions as evidenced by positive employment references from previous and current employers.
20. Must possess a valid Mississippi driver's license, automobile liability insurance and have dependable transportation and telephone. **(ATTACH COPY/PROOF TO APPLICATION).**
21. Successful completion of criminal background investigation and 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**