



Choctaw Health Center

Dental Program
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4030

JOB ANNOUNCEMENT# 123142

POSITION TITLE: Dental Lab Technician
SALARY: Tribal Pay Scale Grade 11
SUPERVISOR: Dental Director
JOB LOCATION: Choctaw Health Center and other locations
TYPE OF EMPLOYMENT: Regular FullTime/Non-Exempt/Essential
OPENING DATE: **MAY 26, 2022**
CLOSING DATE: **JUNE 09, 2022 OR UNTIL FILLED**

***Mission Statement:** The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.*

***Vision Statement:** Our vision is to achieve a health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.*

The Choctaw Health Center is focused on providing exceptional customer service to patients, family members, and visitors. The Dental Program serves the comprehensive dental needs of the Mississippi Band of Choctaw Indians' communities and other eligible patients in four locations: Bogue Chitto Dental Clinic, Conehatta Dental Clinic, Red Water Dental Clinic and the Choctaw Health Center's Dental Center. Routine dental care for children and adults consists of prophylaxis (cleaning), education, exam, needed x-rays, restorations (fillings), and any necessary extractions. In limited cases, some endodontic work (root canals), dentures, partial dentures, and crown and bridge work may be provided. This position serves in the dental laboratory as an essential support in the delivery of dentures, partial dentures and other laboratory services.

Scope of Service and Effect:

Under the general supervision of the Dental Director and the Staff Dentists (by lab prescription) the incumbent shall perform needed dental lab duties in support of the Dental

Program.

Responsibilities and Duties:

1. Disinfects, pours and trims all alginate impressions taken in the CHC Dental Center in dental stone.
2. Tracks all cases received by the CHC dental lab from in-house and outside dental clinics to ensure proper routing and services prescribed are provided in a quality manner. Maintains records, prepares reports, and conducts correspondence relative to this work.
3. Responsible for making custom trays for removable prosthetic final impressions. Boxes, bases and pours final impressions to fabricate master casts.
4. Fabricates base plates and wax bite rims.
5. Constructs new dental appliances by selecting and setting up acrylic or porcelain teeth using dental wax, articulator, and various waxing instruments according to the dentist's prescription.
6. Processes and finishes complete and partial dentures for delivery to the patient.
7. Fabricates interim partial dentures as prescribed by dentist.
8. Repairs and/or relines existing full and/or partial dentures.
9. Fabricates base plates and wax bite rims.
10. Records bite relations on dental articulators.
11. Grinds, smooths, and polishes dental prosthetics using finishing burs and grinding equipment.
12. Operates and maintains a variety of dental laboratory tools and equipment such as trimmers, grinders, lathes, articulators, and cleaning devices.
13. Fabricates occlusal guards, surgical stents and athletic mouthguards
14. Assists in the fabrication of space maintainers.
15. Maintains and orders all supplies necessary to successfully operate the dental lab.
16. Maintains a current CPR and attends all mandatory in-services.
17. Performs other duties as assigned.

Hours Worked:

This is an essential position. Working hours are from 7:30 am to 4:00 pm with a one-hour lunch to cover a 40-hour work week. Employees are responsible for clocking in and out as scheduled. Tribal personnel policies will apply for overtime, night differential pay, and for sick and annual leave.

Work Environment:

1. Normally works in a well-lighted, well-ventilated area.

2. Is subject to frequent interruptions and to environmental noise.
3. Must follow safety standards in working with procedures utilizing chemicals, body fluids, body mechanics and infectious waste. There is a potential for exposure to infectious diseases.
4. Lockers furnished for clothes.

Physical Demands:

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.

Job Hazards:

1. Requires handling of biological unclean materials and handling of some infectious materials.
2. May be in frequent contact with water and strong cleaning and disinfecting solutions.
3. Possible exposure to communicable diseases, toxic substances, and other conditions common to a clinical and lab environment.
4. Safety Procedures and Manufacturer's instructions must be followed to prevent any injury to the Incumbent.

Qualifications:

1. At least two years' experience as a dental lab technician with heavy emphasis on removable dental prosthetics desirable. Must have prior experience working in a dental clinic or dental lab.
2. High school diploma or GED certificate. **(REQUIRED). Attach copy to application.**
3. Must be proficient with computers. Prefer two years of college experience or formal Dental Lab Technician Program graduate. Must have or obtain certification as a Certified Dental Technician within 6 years of initial hire.
4. Knowledge of the principles, practices, methods, and techniques of dental laboratory technology.
5. Knowledge of sterilization and safety procedures pertaining to MIOSHA and Right To Know.
6. Knowledge of dental laboratory terminology as applied to the dental technician occupation.
7. Knowledge of dental laboratory tools and equipment.
8. Knowledge of dental laboratory tools and equipment.
9. Knowledge of dental anatomy in order to properly identify important landmarks and position of rests and borders of partial and complete dentures.
10. Ability to apply knowledge of the principles, practices, methods, and techniques of dental technology.

11. Ability to work from prepared impressions in making dentures and other dental structures.
12. Ability to pour plaster or stone models of dentures.
13. Ability to repair and/or reline dentures.
14. Ability to fabricate base plates and wax bite rims.
15. Ability to follow detailed instructions in selecting, setting, and articulating teeth.
16. Ability to bend wire clasps and make soldered rests for partial dentures.
17. Ability to process, finish, and polish dentures.
18. Ability to operate and maintain dental tools and equipment.
19. Ability to maintain records, prepare reports, and conduct correspondence related to the work.
20. Skills with PC's and specific software packages such as Dentrix and Microsoft Office software.
21. Skill in forming and maintaining interpersonal business relationships to carry out and provide excellent services of a business.
22. Ability to communicate effectively. Ability to establish and maintain cooperative working relations with patients, staff and visitors.
23. A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.
24. Knowledge of safe work practices.
25. Ability to clean and care for assigned work area and equipment.
26. Ability to follow oral and written instructions.
27. Ability to recognize and locate conditions which require maintenance and repair.
28. Ability to work on own initiative with minimal supervision.
29. Must possess a valid Mississippi driver's license, automobile liability insurance and have dependable transportation and telephone. (ATTACH COPY/PROOF TO APPLICATION)
30. Completion of criminal background investigation and pass a pre-employment drug test.
31. Candidates will be required to show proof of being fully vaccinated against COVID-19 virus; either 2 doses of the Pfizer or Moderna vaccines, or the 1-dose J & J vaccine. A copy of the vaccination card, or a copy of a medical exemption, which confirms the recognized clinical contraindications to COVID-19 vaccines from the applicant's licensed provider certifying the applicant is excluded from receiving the vaccine is required to be attached to the employment application.

****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 up 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