



## Choctaw HealthCenter

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

### JOB ANNOUNCEMENT # 121142

**Position Title:** Choctaw Health Center Pediatric Dental Assistant  
**Salary:** Grade 10  
**Supervisor:** Dental Assistant Supervisor/Dental Director  
**Job Location:** Choctaw Health Center and Satellite Clinics  
**Type of Employment:** Full Time/Non-Exempt/Essential  
**Opening date:** MARCH 16, 2026 MAR 16 2026  
**Closing date:** MARCH 30, 2026 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 a twenty-bed hospital located in Choctaw, Mississippi off State Highway 16 on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities, Bogue Chitto, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 11,000+ members of the tribe's population across a ten-county area in East Central Mississippi. It is an 18,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

#### **Scope of Service and Effect:**

The scope of the work of the incumbent is to make it possible for the dentist to perform 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 dentist's 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.
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: Always maintain the dental unit in a clean condition. 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 patients with proper post-operative instruction.
8. Laboratory assistance: Dental assistant is responsible for taking and pouring alginate impressions, trimming models and fabricating athletic mouthguards as directed. The incumbent performs these duties under general supervision but only with specific prior instruction and with checks by the dentist at appropriate times.
9. Verifies insurance and Medicaid eligibility of pediatric patients seen by the pediatric dentists and imports missing information into Dentrix Enterprise.
10. 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 attend 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.

## Other Requirements of the Position

1. 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.
2. 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.
3. Knowledge of health record aspects of patient care and ability to accurately and completely document related clinical data.
4. Knowledge of reception, routing and scheduling patients, scheduling for efficient and adequate staffing of clinic, timekeeping procedures, and organizational leave procedures.
5. Knowledge of sterilization techniques to sterilize dental instruments and keep clinic clean and presentable.
6. Knowledge of all routine and specialty instruments and procedures in order to prepare for and assist in all normal clinical procedures.
7. Knowledge of dental anatomy in order to properly obtain radiographs.

## Qualifications:

1. High school diploma or GED certificate. Prefer one year of college experience or formal Dental Assistant Program graduate. **(Attach copy to application)**
2. At least two years' experience as a dental assistant with heavy emphasis on chair side assistant and sterilization procedures desirable.

3. Must be proficient with computers
4. Bilingual skills in English and the Choctaw language is preferred.
5. Must have a Mississippi State Board Radiology Certificate or obtain the certificate within six months of employment. **(Attach copy to application)**
6. Must possess a valid Mississippi driver's license and automobile liability insurance. **(Attach copy to application.)**
7. Must have reliable transportation.
8. A record of satisfactory performance in all prior and current employment positions as evidenced by positive employment references from previous and current employers.
9. Completion of Criminal Background Investigation and must pass a pre-employment drug test.

**In accordance with the Choctaw Health Center Employee Health Program, an employee screening will be performed upon hire. Employees are encouraged to continue to receive routine examinations with their clinical provider of choice.**

**\*\*\*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 a 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