

# Anav Tribal Health Clinic Quartz Valley Indian Reservation

9024 Sniktaw Lane  
Fort Jones, CA 96032  
Phone: (530) 468-4470  
Fax: (530) 468-4478



## POSITION DESCRIPTION

**TITLE:** Dental Assistant Trainee  
**REPORTS TO:** Dental Director  
**LOCATION:** Anav Tribal Health Clinic/Quartz Valley Indian Reservation  
**SALARY:** To Be Determined  
**CLASSIFICATION:** Full or Part Time

**SUMMARY:** Assists dentist during examination and treatment of dental patients by performing the following duties.

### ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

1. Prepares Dental patient, sterilizes and disinfects instruments, sets up instrument trays, prepares materials, and assists dentist during dental procedures.
2. Takes and records medical and dental histories and vital signs of patient.
3. Exposes, develops and monitors dental diagnostic x-rays as directed by the dentist.
4. Makes preliminary impressions for study casts and occlusal registrations.
5. Pours, trims, and polishes study casts; fabricates custom impression tray from preliminary impression; cleans and polishes removable appliances
6. Assists dentist in management of medical and dental emergencies.
7. Instructs patients in oral hygiene and plaque control programs.
8. Provides and explains postoperative instructions prescribed by dentist.
9. Records treatment information in patient records.
10. Maintains x-ray equipment and solutions.
11. Inventories and orders supplies and materials for the back office.
12. Maintains dental equipment and coordinates repair of equipment when necessary.
13. Other general office duties assigned by the dental director/dental receptionist as required.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Six months to one year of related experience and/or training, or equivalent combination of education and experience, certificate of completion of Dental Assistant Technical School.

**Language Skill:** Able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals, Able to write routine reports and correspondence. Able to speak effectively before groups of customers or employees of organization.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Able to compute rate, ratio, and to draw and interpret bar graphs.

**Reasoning ability:** Able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Able to deal with problems involving several concrete variables in standardized situations

**Computer Skills:** To perform this job successfully, an individual should have knowledge of database software and word-processing software.

**Certificates, Licenses, Registrations:** Cardiopulmonary Resuscitation (CPR) certified, current California x-ray license. If required to drive personal vehicle for the Anav Tribal Health Clinic, must possess a current/valid Department of Motor Vehicle California driver's license with a satisfactory driving record, and auto insurance

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, talk and hear. The employee must occasionally lift and/or move up to 10pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Access:** Supervisor and responsibilities for performance of duties will determine extend of authorized access to Billing and Medical records

**Acknowledgement:** The Anav Tribal Heath Clinic is an Equal Opportunity Employer. We encourage applicants form all individuals regardless of race, religion, color, sex, pregnancy, national origin, sexual orientation, ancestry, age, marital status, physical or mental disability, or any other protected class, political affiliation, or belief.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934, (title 25, USC Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. (No other form of proof will be accepted for Indian Preference).

I acknowledge that I have read and understand the attached job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these functions. I agree to abide by all administrative and medical policies protocols of the Health Clinic.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**To apply, submit application and resume to:** QVIR/Anav Tribal Health Clinic, 9024 Sniktaw Lane, Fort Jones, CA 96032. Fax: (530) 468-4478. Applications may be obtained by contacting: Health Administration (530) 468-4470