

Anav Tribal Health Clinic Quartz Valley Indian Reservation

9024 Sniktaw Lane
Fort Jones, CA 96032
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DA POSITION DESCRIPTION

JOB TITLE: Dental Assistant (DA)
REPORTS TO: Lead RDA
DEPARTMENT: Dental
LOCATION: ANAV Tribal Health Clinic (ATHC) on the Quartz Valley Indian Reservation (QVIR)
SALARY: \$15- to \$17- per hour DOE
STATUS: Full Time or Part Time

POSITION SUMMARY

Under the direction of the Lead RDA, the DA will perform all duties specified in the California Business and Professions Code - BPC § 1750.1.

ESSENTIAL JOB FUNCTIONS

1. Perform all duties specified in the California Business and Professions Code - BPC § 1750.1.
2. Perform the following supportive tasks to ensure efficiency of patient flow:
 - a. Clean and sterilize instruments and tray set ups.
 - b. Store all supplies and materials.
 - c. Ensure equipment maintenance, testing, and repair.
 - d. Pouring up models and performing other lab procedures.
 - e. Instruct patients in oral hygiene, preventive, and postoperative care.
 - f. Inventory and reorder supplies as necessary to ensure optimal levels.
 - g. Complete patient record charting and documentation.
 - h. Maintain clean, orderly and well stocked operatory and laboratory areas.
 - i. Plan work duties to ensure dental clinic efficiency.
 - j. Learn our patient scheduling procedures.
 - k. Become proficient in the use of our Dentrax and RPMS software systems.
3. Share with other team members in planning and implement preventive dental activities and school outreach programs for our community.
4. Provide the highest level of professional service to our patients.
5. Promote teamwork and a culture of respect among all fellow employees.
6. Abide by all QVIR and ATHC's Policies and Procedures.

7. Knowledge that your employment with QVIR is voluntarily, that QVIR personnel are employed on an at-will basis, and that at-will employment may be terminated with or without cause and with or without notice at any time by the employee or by QVIR.

MINIMUM QUALIFICATIONS

1. A High School Diploma or equivalent.
2. A current BLS CPR Certificate. (can be obtained after hire)
3. A CDB-approved two-hour course in the Dental Practice Act. (can be obtained after hire)
4. A CDB-approved eight-hour course in Infection Control. (can be obtained after hire)
5. A Valid California Driver's License and proof of personal liability automobile insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. The employee will be required to stand, walk, sit, and reach out with their hands and arms. On occasion the employee must stoop. At times the employee must also lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Native Preference in hiring is given to qualified enrolled Native Americans in accordance with the **Indian Preference Act (Title 25, US Code, Section 472 and 473)**. Applicants claiming Indian Preference must submit verification by tribe of affiliation or other acceptable documentation of Indian heritage.*

I have read and understand the position description and accept by signing below.

Signature

Date

Dental Director

Date