



Quartz Valley Indian Reservation

Position Description

Job Title: Registered Dental Assistant
Department: Dental
Primary Location: Anav Tribal Health Clinic
Classification: Full Time
Reports to: Dental Director
Salary: Negotiable – Dependent Upon Experience

Primary Purpose

As a component of the Anav Tribal Health Clinic, it is the goal of the Dental Department to serve the members of the Quartz Valley Indian Reservation as well the surrounding community in a compassionate and respectful manner. In order to provide the best dental service possible for the community, we require the person hired for this position to assist the dentist during examination and treatment of dental patients by performing the following functions:

Essential Functions

1. Prepares dental patients, sterilizes, and disinfects instruments, sets up instrument trays, prepared materials, and assists dentist during procedures.
2. Takes and records medical and dental histories and vital signs of patient.
3. Exposes, develops, and monitors dental diagnostic x-ray 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 trays from preliminary impressions, cleans and polishes removable appliances, and fabricates temporary restorations.
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 instruction prescribed by dentist.
9. Records treatment information in patient records.
10. Polishes clinical crowns of erupted teeth as directed by the dentist.
11. Applies protective fluoride coating to teeth when directed to do so by the dentist.
12. Maintains x-ray equipment and solutions.
13. Inventories and orders supplies and materials for the back office.
14. Maintains dental equipment and coordinates repair of equipment when necessary.
15. Place sealants as directed by dentist (ERDA Certification).
16. Attend and actively participate in staff meetings.
17. Other duties assigned by the dental director or dentist as required.

Registered Dental Assistant
ATHC

Competencies

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 / Experience

- Associate degree (AS) or equivalent from a two-year college or technical school -OR- at least two (2) years equivalent to a combination of education/training or related hands-on experience.

Proficiencies

- **Language Skills:** Able to read and interpret documents such as safety rule, operating and maintenance instructions, and procedure manuals. Able to write routine reports and correspondence. Able to speak effectively before groups of customers, QVIR employees, or community groups.
- **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 percent as well as 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 work-processing software. Be able to learn how to use Dentrix, RPMS or other computer software effectively and accurately in order to perform these computer-based tasks:
 - Enter all charting data
 - Take, display, and store x-ray images
 - Produce statements, invoices, receipts (P.O., form billing and collection)
 - Produce reports (including GPRA data)
 - Schedule patients and other computer-related tasks assigned by the dental director or dentist, as necessary.

Other Requirements

- Must be able to pass background check.
- Must adhere to Tribal drug and alcohol policy, including pre-employment drug and alcohol screening.
- Must have a valid driver license and be insurable under the Tribe's insurance policy (if applicable).
- Hold current licensure as a Registered Dental Assistant (RDA) or Certified Dental Assistant (CDA); Certification in coronal polishing as well as a current California x-ray license.
- Must be CPR certified.

