



JOB POSTING

POSITION TITLE:	Dental Assistant	FLSA STATUS:	Full-time/Non-exempt
DEPARTMENT:	UMIT Health Services	SALARY:	Based on Experience
LOCATION:	Aylett, VA	EDUCATION:	Dental Assistant Certification/Radiology Certified
SUPERVISOR:	Director of Medical & Dental Services	WORK EXPERIENCE:	Minimum of 3 years

JOB SUMMARY:

The Dental Assistant will be responsible for general clinic administrative work and maintenance, as well as completing lab work under the direction of the dentist. The Dental Assistant's primary responsibility is to prepare the examination rooms for appointments by sterilizing instruments and ensuring all necessary equipment is ready for the dentist. They also assist the dentist during their procedures by handing them instruments and anticipating their needs throughout the appointment. The Dental Assistant may also be responsible for greeting patients as they arrive, submitting billing details to the insurance company and scheduling the patient's next appointment before they leave the clinic

MAJOR DUTIES & RESPONSIBILITIES:

- Supports dental care delivery by preparing treatment room, patient, instruments, and materials.
- Performs procedures in compliance with the Dental Practice Act.
- Prepares treatment room for patient by following prescribed procedures and protocols.
- Readies patient for dental treatment by welcoming, comforting, seating, and draping patient.
- Provides information to patients and employees by answering questions and requests.
- Assembles instrumentation by sterilizing and delivering instruments to treatment area, positioning instruments for dentist's access, suctioning, and passing instruments.
- Provides materials by selecting, mixing, and placing materials on instruments and in the patient's mouth.
- Provides diagnostic information by taking radiographs and pouring, trimming, and polishing study casts.
- Maintains patient appearance and ability to masticate by fabricating temporary restorations and cleaning and polishing removable appliances.

- Helps dentist manage dental and medical emergencies by maintaining CPR certification, emergency drugs and oxygen supply, and emergency telephone directory.
- Educates patients by giving oral hygiene, plaque control, and postoperative instructions.
- Documents dental care services by charting in patient records.
- Maintains patient confidence and protects operations by keeping information confidential.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Protects patients and employees by adhering to infection-control policies and protocols.
- Ensures operation of dental equipment by completing preventive maintenance requirements, following manufacturer's instructions, troubleshooting malfunctions, calling for repairs, maintaining equipment inventories, and evaluating new equipment and techniques.
- Maintains dental supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, and verifying receipt of supplies.
- Conserves dental resources by using equipment and supplies as needed to accomplish job results.
- Contributes to team effort by accomplishing related results as needed.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:

- Certification in Dental Assisting.
- Radiology certified.
- Previous experience in a dental clinic setting.
- Ability to relate to culturally diverse patients and communities.

EDUCATION and/or EXPERIENCE:

- Masters's degree in public health, social work, health administration, community development, or a Certified Dental Assistant required.
- Certified in Radiology required.
- Experience working in a Dental environment; community health experience preferred.

OTHER REQUIREMENTS:

- Must have excellent communication skills. Must be able to document dental care services by charting in patient records.
- Ability to adapt to a dynamic work environment and receive direction according to organizational needs.
- Applicants will be required to authorize a background check and submit to drug testing. Failure to do so will disqualify applicant for consideration for the position.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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.

Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk, and sit for long periods of time.

BENEFITS:

- Health, dental, and vision
- Paid time off
- Holiday pay
- Life insurance
- Long-term disability insurance
- 401k

HOW TO APPLY:

Candidates desiring to apply for this position must submit the following to receive consideration:

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.
AND
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Upper Mattaponi Tribe
Attn: Dental Assistant
Email: careers@umithealth.com

NOTICE: Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tribe is an Equal Opportunity Employer (EOE).