



**Quileute Tribal Council**

• QUILEUTE INDIAN TRIBE •

**Human Resources Department**  
P.O. Box 279 • La Push, WA • 98350  
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



# Quileute Tribe Job Description

## Denturist

**HOW TO APPLY:** Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

**The Quileute Tribe**  
**Human Resources Department**  
**P.O. Box 279**  
**La Push, Washington 98350**

Or via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

**Ensure your Application contains:**

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Credentials
5. Tribal Enrollment Verification
6. Diploma(s) High School, College
7. Certification(s)
8. Unofficial Transcripts
9. Driver's License
10. Writing Sample(s) if required

**NOTE:** *Incomplete applications will not be considered.*

## THE REGION

Located in Washington State, the Olympic Peninsula is an outdoor lover's dream, providing opportunities for hiking, kayaking, camping, beach combing, surfing, fishing, and hunting. The Olympic National Park within the peninsula covers 1,442 square miles of wilderness. A big draw is the Hoh Rain Forest, one of the largest temperate rain forests in the United States.

The peninsula is home to seven Tribes: Quileute, Hoh, Quinault, Elwha, S'Klallam, Makah, and Skokomish, each having their own unique culture and traditions.



For More Information: [olympicpeninsula.org](http://olympicpeninsula.org)  
[nps.gov/olym/index.htm](http://nps.gov/olym/index.htm)

## THE COMMUNITY

The Quileute Reservation is in La Push, WA, which is nearly two square miles and home to approximately 400 enrolled members (total enrollment is around 800.) The Tribe was thrust into the spotlight in 2005 when Stephenie Meyer published "Twilight," becoming known worldwide. This pop culture phenomenon increased tourism to La Push and Forks.

Neighboring cities are Forks (14 miles from La Push), Port Angeles (70 miles), and Sequim (85 miles.) Due to lack of housing options in La Push, most employees find housing off-reservation in Forks.



The remoteness of the West End is not for everyone; La Push is a small fishing village while Forks' population is almost 4,000 and Port Angeles is 20,000. Seattle is the closest major city in driving distance, which is 150 miles from La Push.

For More Information: [forkswa.com](http://forkswa.com)  
[en.wikipedia.org/wiki/La\\_Push,\\_Washington](http://en.wikipedia.org/wiki/La_Push,_Washington)  
[visitportangeles.com](http://visitportangeles.com)  
[sequimwa.gov](http://sequimwa.gov)  
[en.wikipedia.org/wiki/The\\_Twilight\\_Saga\\_\(film\\_series\)](http://en.wikipedia.org/wiki/The_Twilight_Saga_(film_series))

## THE QUILEUTE TRIBE



The governing body of the Quileute Tribe is an elected five-member Tribal Council consisting of a Chair, Vice Chair, Treasurer, Secretary and Member-at-Large; they delegate responsibilities to the General Manger who oversees Department Directors. There are 11 Departments with 130 full-time employees.

The Tribe also operates five businesses: La Push Marina, River's Edge Restaurant, Lonesome Creek Store, Oceanside Resort, and the Kitla Center.

For More Information: [quileutenation.org](http://quileutenation.org)  
[facebook.com/quileutetribe](https://facebook.com/quileutetribe)

## THE CLIMATE

La Push is at sea level, bordering the Quillayute River and Pacific Ocean; the scenery showcases plenty of wildlife, iconic beaches, and sea stacks. On average, rainfall in La Push is 109 inches per year (the US average is 38 inches.) Due to inclement weather between late fall to early spring, the area makes for some fantastic storm-watching.



For More Information: [olympicpeninsula.org/stories/weather/](http://olympicpeninsula.org/stories/weather/)

Position: **DENTURIST**  
Supervisor: Dental Director  
Location: Health Clinic  
Work Info: Part Time: Up to 29 Hrs/Week (M-F)  
Salary: DOQ/E (\$80.00 - \$82.00 hourly wage)  
Closes: (02/12/2020 – 02/28/2020)

### **POSITION SUMMARY:**

Under the Supervision of the Dental Director, the Denturist is responsible for providing direct patient care as well as instruction for patients in preventive care and after care. This is a part-time position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Perform a complete visual/digital oral examination and evaluation of the patient. This includes obtaining a complete medical and dental history of the patient.
- Make impressions, make necessary jaw relation records, select the artificial teeth, and design the dentures and other removeable prosthetics.
- Fabricate and insert dentures in the mouths of patients.
- Performs any adjunctive services such as repair or relines or adjustments of removable complete and partial dentures.
- Supervise auxiliary personnel in the performance of their delegated duties.
- Ensure all dental services are provided in the most cost effective and efficient manner.
- Other duties as assigned.

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Thorough experience in patient consultation and treatment planning
- Knowledge and skills of all technical aspects of creating full and partial dentures.
- Knowledge of HIPAA and other laws governing protected health information.
- Consistently maintain clinic patient charts in an appropriate, timely, and complete manner such that dental chart audits can be performed.
- Ability to establish and maintain an effective working relationship with the Quileute Tribal members and various levels of tribal government associates.
- Ability to explain patient dental plans in lay terms to patients.

### **QUALIFICATIONS:**

- Current state licensure as a denturist
- Completion of formal training with a major course of study in denturism of not less than two years duration
- Enrolled and/or eligible as a Medicaid or other third-party insurance provider.
- Prefer experience working with medically underserved populations.
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- Prefer experience working with medically underserved populations.
- A valid Washington driver's license and eligible to be added to Tribe's vehicle insurance.
- Current BLS certification

### **GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

**Special Requirements:** Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**Indian preference will apply.** If applicants meet the minimum qualifications and otherwise have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. There will be no discrimination in selection because of race, color, creed, age, sex, national origin, handicap, marital status, politics, or membership/non-membership in an employee organization, or other factors under applicable law.

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