



# 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

<b>Job Title:</b>	<b>Dental Assistant I</b>
<b>Immediate Supervisor:</b>	Dentist on duty/Health Director
<b>Location:</b>	Health Center
<b>Salary:</b>	doe/q
<b>Opening Date:</b>	November 19, 2020
<b>Closing:</b>	November 30, 2020 or until filled

Dental Assistant I, is to prepare patients for oral examination and assist dentists in providing treatment to the teeth, mouth, and gums. Dental assistants also carry out chair-side and receptionist duties.

**Dental Assistant I may perform the following tasks:**

- Receive patients and prepare them for necessary dental procedures
- Prepare surgery for dental treatment with correct instruments/materials ready for use as directed by dentist
- Record findings from the oral examination
- During oral examination or treatment, provide instruments and dispense materials as directed by dentist
- Mixing filling and impression materials
- Assist in the preparation of cast models by preparing required materials, taking impression of teeth and pouring and trimming models
- Instruct patients in the care of teeth and appliances; provide instructional materials as required
- Provide pre- and post-operative care for patients
- Clear the patient's mouth of saliva or dental materials used in the treatment by operating handheld suction or air and water-spraying equipment
- Clean and sterilize the instruments used after treatment, clean and tidy the operatory and implement standard decontamination procedures for infection control
- Process, mount and file dental x-rays
- Perform related duties involved in the care and maintenance of dental instruments, equipment and supplies
- Maintain and re-stock dental supplies
- Perform routine care and maintenance of dental equipment and instruments
- Make appointments for patients, keep records of patients' treatments and send out reminders for re-examinations
- Prepare accounts and collect insurance
- Answer the telephone and carry out other office duties
- Assist in the training of new employees
- Must sign a statement of confidentiality
- Other duties as assigned

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills 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. Individual must have good work ethics and daily attendance is a must.

Dental assistants may work with just one person, or as part of a team. They may have to work under pressure as most treatments have to be completed in a minimum amount of time.

**Personal Requirements:**

- Manual dexterity
- Ability to concentrate and to follow instructions
- Good communication skills and interpersonal skills
- Good organizational ability and time management skills
- Interest in health care work

**Qualifications:**

Must have High School Diploma or GED

Must have a Washington State Dental Assistant License

Must have and retain valid Washington State Driver's License

Must complete HIPAA and IHS Security training

Must have or obtain a First Aid Card and CPR Card within 90 days of employment

Must adhere to Personnel Policies and Drug and Alcohol Policies.

Submit QTC job application, resume, cover letter and 3 references:

Quileute Tribal Council  
Attention: Personnel Department  
P.O. Box 279  
La Push, WA 98350

Visit our website at [www.quileutenation.org](http://www.quileutenation.org) to download a job application and job description

Except as provided by the Indian Preference Act (title 25, U.S. Code sections 472 and 473) there will be no discrimination in selection process for this position because of race, color, age, sex, national origin, physical handicap, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant and other preference to Native Americans and Alaskan Natives