



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Quileute Tribe Job Description

Dental Assistant/Receptionist

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

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

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

Ensure your Application contains:

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

NOTE: Incomplete applications will not be considered.

Position: **Dental Assistant/Receptionist**
Supervisor: Dentist
Location: Quileute Health Center
Work Info: Full Time: 40 Hrs./Week (M-F)
Salary: DOQ/E (\$20.00 - \$22.00)

POSITION SUMMARY:

Dental Assistant prepares patients for oral examination and assists the dentist in providing treatment to the teeth, mouth, and gums. The Dental Assistant also carries out chair-side and receptionist duties. The Dental Assistant 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 set amount of time.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- 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 impressions 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 patient's 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

SKILLS, KNOWLEDGE, AND ABILITIES:

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

WORK ENVIRONMENT:

- Clinical setting

PHYSICAL DEMANDS:

- PPE required
- Operating equipment, tools, etc.
- Prolonged periods of sitting
- Lifting up to 50 lbs.
- Bending, stooping, twisting, reaching

SUPERVISORY RESPONSIBILITY:

- No

QUALIFICATIONS:

Required Qualifications:

- Must have High School Diploma or GED
- Must have Washington State Dental Assistant License
- Must have and retain valid Washington State Driver's License

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 have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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