



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

Dental Assistant Reception

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**)
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 Reception**
Supervisor: Dentist
Location: Quileute Health Center
Work Info: Full Time: 32 Hrs/Week (M-Th)
Salary: DOQ/E

POSITION SUMMARY:

Dental Assistant will assist the dentist in providing dental treatment. This includes chair side and reception duties. All duties will be on the job training if incumbent is not already licensed.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Make appointments for patient treatments and send out reminders for re-examinations
- Prepare accounts and collect insurance verification
- Obtain pre-authorization for services as needed
- Answer the telephone and carry out other office duties
- Keep accurate records of patient current medical history and dental charting
- Assist with patient referrals as needed
- Provide patient screening at the front door as needed
- 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
- Maintain and re-stock dental supplies
- Perform routine care and maintenance of dental equipment and instruments and maintain record keeping of such maintenance
- Dental Assistant training will be provided on the job in conjunction with online or in-person trainings
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Ability to maintain a high level of confidentiality
- Dependable and timely
- Basic computer skills
- Must adhere to QHC policies and procedures and follow instruction from the dental team
- Excellent verbal and written communication skills
- Must be willing to attend trainings pertinent to position, either online or in person

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be granted in particular cases.

PHYSICAL DEMANDS:

- PPE required
- The physical demands 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. While performing the duties of this job, the employee is frequently required to sit and stand. The employee must occasionally lift and/or move up to 40 pounds.

SUPERVISORY RESPONSIBILITY:

- None

QUALIFICATIONS:

Required Qualifications:

- Must have High School Diploma or GED
- Must be 18 years of age or older
- Completion of Basic Life Support/CPR certification upon hire
- Completion of QHC specific certifications (HIPAA, ISSA, Confidentiality Statement) upon hire
- Completion radiology certification upon hire

Minimum/Preferred Qualifications:

- Washington State Dental Assistant License preferred, but not required
- Dental office experience preferred

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.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Employee Health Requirements: You are required to agree that you will comply with all job-related employee health screening and immunizations prior to your first day of employment.

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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