
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES
P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
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**JOB DESCRIPTION**

REPOSTED: NOVEMBER 3, 2016 DEADLINE: UNTIL FILLED

POSITION: Dental Assistant

DEPARTMENT: LVD Clinic

LOCATION: Lac Vieux Desert Health Center, Watersmeet, MI

SUPERVISOR: Dentist/ Dental Department Director

EMPLOYMENT: Full time

SALARY/PAY RATE: TBD

DESCRIPTION:

Dental Assistants work under the supervision of the dentist and are responsible for a wide range of tasks in the dental office, ranging from patient care to administrative duties to laboratory functions. The dental assistant position is the most flexible and varied in the dental office and requires a diverse set of skills: clinical, clerical, interpersonal, technological and more.

RESPONSIBILITIES:

- Collect and record patient's health history.
- Interpret patient charts for scheduling purposes. Assures that patient's charts are accurate and complete.
- Understands dental coding and completes dental billing forms.
- Schedules appointments for the Dentist as needed.
- Manages patients during dental procedures.

- Smoothly and swiftly transfers required instruments from the tray to the dentist.
- Prepares dental materials (composites, amalgams, cements, impression materials, etc...)
- Prepares and maintains dental instruments, equipment and supplies.
- Manage and control inventory of dental supplies and equipment.
- Assist with dental charting and dental chart organization.
- Expose and develop dental x-rays.
- Adhere to the privacy act.
- Greet and register patients – gather pertinent information for billing purposes.
- All other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

- Must possess a high school diploma or equivalent.
- Must possess 3 years-experience as a Dental Assistant.
- Must be able to communicate effectively both orally and in writing.
- Willingness and ability to insure confidentiality in all areas of work.
- Must be well organized and capable of developing and maintaining a dental client filing system.
- Must be self-motivated and able to work with little direction.
- Ability to ensure timely completion of assignments and ability to work to meet deadlines.
- Must be punctual when reporting to work, during breaks, and attending meetings.

1. The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position. The Lac Vieux Desert Tribe will provide preference to all qualified Native Americans in employment and training opportunities.

Date Approved by the Tribal Council: April 12, 2016