

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 675-2711
WEBSITE ADDRESS: csktribes.org
E-mail jan.gardipe@cskt.org**

******VACANCY ANNOUNCEMENT******

TITLE: Dental Assistant – 1 or more
LOCATION: Tribal Health Department
SALARY: Salary is Negotiable
CLOSING DATE: Thursday - July 19, 2018 at 5:30 p.m.

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

The Dental Assistant is responsible for assisting the staff dentist in providing dental services for beneficiaries on the Flathead Indian Reservation.

DUTIES:

- Perform Prophylaxis, including the removal of supra and sub gingival plaque and calculus using hand scalers and ultrasonic techniques.
- Positions chair and prepares patient for treatment or x-rays, takes x-ray film, develops and mounts x-ray films.
- Prepares dental materials and provides proper instruments to the dentist during procedures.
- Places and removes rubber dam, matrix bands and wedges.
- Waxes and carves inlays and crowns.
- Invests and cast inlays and crowns.
- Prepares simple metal and/or acrylic appliances.
- Takes preliminary impressions for models and constructs impression trays.
- Polishes dentures and partials.
- Interviews patients and documents medical history, secures signed patient consent forms.

- Relays to patient instructions from dentist for all types of post-treatment care, including specialized instructions for post-surgery patients.
- Prepares tissue specimens for sending to pathology lab.
- Keeps mouth clear of saliva and blood by manipulating syringes and suction equipment.
- Provides four-handed chair side assistance to the dentist in all treatment procedures.
- Restores teeth prepared by dentist: places cavity bases and liners in prepared tooth, places matrix bands and edges when required, places condenses, carves and finishes simple amalgam restorations (such as those not requiring retentive pins or cusp replacement), places, compresses and finishes synthetic single surface anterior restorations, places and contours temporary restorations.
- Works with the diabetic program to promote oral health and prevent oral disease in diabetics.
- Instructs patients in dental hygiene including proper methods of brushing and flossing.
- Maintain and sharpen instruments used in providing dental Prophylaxis.
- During oral surgery, clips sutures and observes necessary aseptic precautions. Alerts dentist of patient distress symptoms. Guards against sudden unexpected movements of the patient.
- Places Sealants.
- Involvement with community and school based prevention programs.
- Must be able to properly document patient records, identify patient medical conditions requiring special treatment or attention by the dentist.
- Efficient in identifying periodontal disease.

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- Certificate of Completion in a Dental Assistant Training Program and/or an AA in a recognized Dental Assistant training Program and/or 3 years' experience.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request a copy of position description for full details.

SUBMIT:

1. Completed Tribal employment application.
2. Copies of relevant academic transcripts and training certificates.
3. Copy of a current valid driver's license.
4. Completed supplemental background questionnaire.
5. Proof of enrollment in a federally recognized Tribe if other than CSKT.
6. If claiming veteran's preference, a copy of the DD214 must be submitted.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Tyshina Whitworth, Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. #1043.

FOR MORE INFORMATION:

Contact the Tribal Health Department at (406)-675-2700 Ext. #5032.