

# COUNCIL OF ATHABASCAN TRIBAL GOVERNMENTS

## POSITION DESCRIPTION

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**TITLE:** Dental Assistant

**INTRODUCTION:** This position is located in the Yukon Flats Health Center in Fort Yukon. The purpose of the position is to perform chair-side dental assistance duties and preventive dental services to all CATG village residents. The dentist will provide chair-side technical supervision. The Dental Program Manager provides the general day-to-day supervision.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Dental receptionist duties include receiving patients, scheduling appointments, pulling and filing dental records.
- Assists patients in completing their medical history and indicates any important notations to the dentist.
- Provides chair-side assistance in all phases of general dentistry in anticipation of dentist's need for various instruments, materials and services.
- Assists in the application of the rubber dam and other moisture control techniques to isolate the operative site.
- Performs basic laboratory procedures: pouring / trimming models from impressions constructing custom trays, etc.
- As directed by dentists, removes sutures.
- Records examination and treatment information as relayed by the dentist.
- Relays dentist's instructions to patients for post-treatment care.
- Maintains supply levels and cleanliness of each dental operators.
- Exposes and develops in intra-oral radiographs.
- Operates and maintains the automatic X-ray developer.
- Disinfects and sterilizes instruments utilizing the autoclave, dry heat, and cold sterilizes, according to OSHA standards.
- Follows all infection control procedures in treating patients and in disinfecting the equipment of the operators.
- Able to organize and set-up portable field gear for village trips and school dental program.

- Participates in village field trips by assisting dentist or traveling alone to villages to assess dental needs within the CATG Region.
- Instructs patients and village residents in current concepts of preventive dental care: demonstrates brushing and flossing techniques and use of disclosing tablets.
- Administers the school fluoride program in the CATG villages.
- Inventory and ordering dental supplies

**QUALIFICATIONS:**

- High School Diploma or G.E.D with 1 year of administrative work experience, and
- Two years of work experience as a chair side Dental Assistant preferred, and
- Current CPR certification or must successfully complete requirements for certification within thirty days after hire.

**OTHER:**

- Under the authority of P.L. 93-638, Indian Preference will be given to the applicant(s) who meet the minimum qualifications.
- Experience working with or for an Indian tribe or tribal organization is preferred.
- Abides by the Federal privacy laws regarding the confidentiality of patients and coworkers.
- As a Federal Contractor, CATG is required to show compliance with the Drug Free Workplace Act of 1988. The CATG has initiated an Alcohol and Drug testing policy. This includes pre-employment testing for successful applicants, and random, anonymous testing thereafter.

Title:	Dental Assistant
Location:	Fort Yukon, Alaska
Supervision:	Dental Program Manager
Classification:	Full-time w/benefits
Salary:	DOE
Approved (Initials)	_____
Date:	_____