



Klamath Tribal Health & Family Services

3949 South 6th Street

Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290

HR Fax: (541) 273-4564

OPEN: 06/28/24
CLOSE: 07/15/24

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: DENTAL ASSISTANT TRAINEE

RESPONSIBLE TO: Back Office Supervisor

SALARY: Step Range: 10 (\$37,181); Full Benefits

CLASSIFICATION: Non-Management, Trainee (Tribal Members Only), Full-Time

LOCATION: Klamath Tribal Health & Family Services
Wellness Center, Chiloquin, Oregon

BACKGROUND: P.L. 101-630 Level

POSITION OBJECTIVES

The Dental Assistant Trainee assists the Dentist(s) on all routine and chair-side duties for dental procedures. The Dental Assistant Trainee will work as part of a dental team servicing the Klamath Tribes and other eligible Native Americans. Training may be provided as needed. Routine duties shall include providing health care related services to individuals eligible for services provided by Klamath Tribal Health & Family Services in homes, schools, clinics, alternate job sites and other community locations within the Klamath Tribes' Service Unit.

After successful completion and a full 12 months of employment within the position, the Dental Assistant Trainee will have received Oregon certification of Radiological Proficiency, and will be eligible for reclassification as a Dental Assistant.

MAJOR DUTIES AND RESPONSIBILITIES

The Dental Assistant Trainee will be trained, gain experience and perform the following duties:

1. Assist Dentist/Hygienist in seating and preparing patients for treatment.
2. Prepare dental trays according to Dentist's instructions.
3. Correctly expose, develop, and mount radiographs.
4. Assist the Dentist/Hygienist in procedures by retracting patient's cheek, tongue, or other tissue during an operation, handing Dentist appropriate hand instrument, and removing debris created during operative procedures with a vacuum device, compressed air, mouth washes, or water upon Dentist direction.
5. Assist Dentist/Hygienist in applying topical fluoride, anesthetic, and desensitizing agents to patient's mouth.
6. Assist Dentist in removal of dressing and sutures.
7. Sterilize instruments, operatories and machines on a daily basis.
8. Serve as back up to Dental Office Clerk.
9. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

The Back Office Supervisor is the immediate supervisor of the Dental Assistant Trainee and will assign, monitor, and evaluate the quality of all work.

Employee plans and carries out various stages of work by selecting and using approved methods and techniques as appropriate. Work is reviewed for quality and compliance with established policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES

Ability to learn the use of dental instruments, operatories, and equipment.

Ability to learn dental terminology used for procedures, equipment, and preparation for treatment.

Skill and dexterity in performing all intra-oral and extra-oral techniques.

Ability to learn elements and analyze elements of dental anatomy in order to carry out certain intra-oral procedures.

Good public relations and interpersonal relationship skills. The ability to meet and deal with a variety of individuals exercising tact, diplomacy, and mature judgment. Must be able to greet and deal with the public in a pleasant, courteous, and professional manner; at times in stressful situations.

Ability to communicate orally and in writing for the purpose of obtaining and conveying information in a clear and concise manner.

Ability to maintain strict confidentiality of medical records and adhere to the standards for health record-keeping, HIPAA and Privacy Act requirements.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. ***(Must submit copy of diploma or transcripts with application.)***
- **REQUIRED** to pass an Oregon certification of Radiological Proficiency and/or the Federal Indian Health Services online courses within one year of hire:
 - KTHFS will pay for course and testing fees with a one-year term of commitment from the trainee.
 - Voluntary resignation prior to the one-year period will require repayment to KTHFS of associated costs with obtaining the radiology license.
- **REQUIRED** to acquire and maintain BLS certification within 180 days of hire; strongly recommend certification within 90 days of hire, probationary period will be extended for a maximum of 180 days pending certification.
- **REQUIRED** to submit to annual TB skin testing and adhere to KTHFS staff immunization policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.

- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept the responsibility of a **Mandatory Reporter** in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

One **(1)** year experience working in dental office, Health care setting; **OR** Dental Assistant Training program completion is preferred.

Indian Preference:

Indian and Tribal Preference will apply, as per policy. ***(Must submit tribal documentation with application to qualify for Indian Preference).***

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit a Klamath Tribal Health & Family Services ***Application for Employment*** with all requirements and supporting documentation to:

Klamath Tribal Health & Family Services
ATTN: Human Resource
3949 South 6th Street
Klamath Falls, OR 97603
jobs@klamathtribalhealth.org

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application **will not** be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified **applicants who present proof of eligibility for "Indian Preference"**.

Applications will not be returned.

Employee Signature

Date

Supervisor Signature

Date