

LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

LVDHC HUMAN RESOURCES

P.O. Box 9, N5241 Hwy 45 Watersmeet, MI. 49969

Phone: 906-358-4587 Fax: 906-358-4118



Job Description

POSITION: Dental Assistant

LOCATION: LVD Health Center, Watersmeet, MI

SUPERVISOR: Dental Director

EMPLOYMENT: Full time – Non-Exempt

SALARY/PAY RATE: Based Upon Experience and Qualifications

POSTING EXPIRATION DATE: SEPTEMBER 4th, 2026

UPON HIRE:

- PTO
- Dental
- Vision
- Health Insurance

DESCRIPTION:

The dental assistant takes on significant responsibility as a member of the dental health care team while working under the supervision of the dentist. The assistant is responsible for a wide range of tasks ranging from administrative duties, patient care which includes 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 and technological.

RESPONSIBILITIES:

- Assist the dentist during a variety of treatment procedures

- Asking about the patient's medical history and taking blood pressure and pulse
- Ability to conduct digital imaging or digital image acquisition including the processing, compression, storage, printing, and display of such images
- Taking impressions of patient's teeth for study casts (models of teeth)
- Prepares dental materials (composites, amalgams, cements, impressions materials, etc.)
- Serving as an infection control officer, developing infection control protocol, and preparing and sterilizing instruments and equipment
- Helping patients feel comfortable before, during and after dental treatment
- Providing patients with instructions for oral care following surgery or other dental treatment procedures, such as the placement of a restoration (filling)
- Teaching patient's appropriate oral hygiene strategies to maintain oral health; (e.g., tooth brushing, flossing and nutritional counseling)
- Performing office management tasks that often require the use of a personal computer
- Communicating with patients and suppliers (e.g., scheduling appointments, answering the telephone, billing, and ordering supplies)
- Assist to provide direct patient care in all dental specialties, including pediatric dentistry periodontics and oral surgery
- Adhere to the HIPAA laws and privacy act
- Must be willing to help assist the front desk and feel comfortable making calls and rescheduling patients
- All other duties as assigned by supervisor

MINIMUM QUALIFICATIONS:

- Must possess a high school diploma or equivalent
- Must be able to communicate effectively both orally and in writing
- Willingness and ability to ensure 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.
- Pass a criminal background check
- Must pass pre-employment drug screen
- At least 2-3 years of prior Dental Assistant Experience

WORK ENVIRONMENT/PHYSICAL DEMANDS

- Fast paced with occasional high pressure or emergent situations
- Possible exposure to bodily fluids
- Possible exposure to infectious specimens, communicable diseases, toxic substances, ionizing radiation, medicinal preparations, and other conditions common to a laboratory and medical office environment
- May wear PPE such as gloves or a mask

- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public
- Frequent sitting, standing, walking, reaching, grasping, carrying, and speaking
- Occasional bending, stooping, lifting less than 20 pounds
- May need to lift or turn patients who are disabled, with assistance if needed
- Lifting, carrying, pushing, and pulling up to 50 pounds, with assistance if needed
- Frequent use of computer, keyboard, fax and copy machine, and telephone

This position is considered a sensitive position and is subject to drug and alcohol testing. All offers of employment are conditional based on the applicant submitting to and successfully passing a drug and alcohol screen which includes THC and future random drug testing in accordance with LVDHC's testing procedure.

Preference will be given to qualified individuals of American Indian descent.

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.

Lac Vieux Desert Health Center Mission Statement: The Lac Vieux Desert Health Center strives to provide excellence in health care and to inspire a culture of wellness.

Date Approved by the Tribal Council: April 12, 2016

LVD Health Center
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SIGNED: _____

DATE: _____