POSITION DESCRIPTION

POSITION:  DENTAL ASSISTANT TRAINEE

RESPONSIBLE TO:  Back Office Supervisor (EFDA)

SALARY:  GS-4 $24,851 - $32,025 Annually/Full Benefits

CLASSIFICATION:  Non-Management, Regular, Full-Time

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

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:


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.


7. Sterilize instruments, operatories and machines on a daily basis.

8. Serve as back up to Dental Office Clerk.

9. The incumbent will be called upon to accomplish other tasks within their scope of work.

**SUPERVISORY CONTROLS**

The Back Office Supervisor (EFDA) 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.
  o KTHFS will pay for course and testing fees with a two year term of commitment from the trainee.
  o Voluntary resignation prior to the two 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 and clear an alcohol/drug screen and random testing as per policy.

• 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 of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.

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

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.