



Employee Job Description		
Position Title: Dental Assistant		
Position ID #		
Facility: St. Croix Tribal Health Clinic		
Job Family: HHS	Comp Grade: DOQ	Status: Full-time (40 hours/week)

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary: The Dental Assistant is a member of the dental team whose primary responsibility is to assist the dentist in providing professional dental patient care. The Dental Assistant prepares patients before dental treatments, assists in procedures, and is responsible for obtaining and keeping records.

Essential Functions:

- **Critical Thinking:** Critical thinking ability sufficient for clinical judgment and professional behavior
- **Interpersonal Skills:** Interpersonal abilities sufficient to interact with others from a variety of social, emotional, cultural and intellectual backgrounds
- **Communication:** Abilities sufficient for interaction with others
- **Mobility:** Physical abilities sufficient to maneuver as required to perform clinical and laboratory procedures
- **Motor Skills:** Gross and fine motor abilities sufficient to work safely and effectively
- **Visual Ability:** Visual ability sufficient to observe, perform clinical procedures, monitor and assess patient needs
- **Touching:** Fine motor abilities sufficient to provide safe and effective dental care
- **Emotional Endurance:** Ability to work in a high-stress environment, respond to emergencies and maintain emotional control
- **Environmental Safety:** Ability to protect self and others from environmental risks and hazards

Dental Assistant Job Duties:

- Supports dental care delivery by preparing treatment room, patient, instruments, and materials.
- Prepares treatment room for patient by following prescribed procedures and protocols.
- Readies patient for dental treatment by welcoming, comforting, seating, and draping patient.
- Takes and records patient health history, blood pressure and pulse information.
- Provides information to patients and employees by answering questions and requests.
- Assembles instrumentation by sterilizing and delivering instruments to treatment area, positioning instruments for dentist's access, suctioning, and passing instruments.
- Provides materials by selecting, mixing, and placing materials on instruments and in the patient's mouth.

- Provides diagnostic information by exposing and developing radiographic x-ray studies and pouring, trimming, and polishing study casts.
- Maintains patient appearance and ability to masticate by fabricating temporary restorations and cleaning and polishing removable appliances.
- Helps dentist manage dental and medical emergencies by maintaining CPR certification, emergency drug and oxygen supply, and emergency telephone directory.
- Educates patients by giving oral hygiene, plaque control, and postoperative instructions.
- Documents dental care services by charting in patient records.
- Maintains patient confidence and protects operations by keeping information confidential.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Protects patients and employees by adhering to infection-control policies and protocols.
- Perform occupational safety and infection control procedures.
- Ensures operation of dental equipment by completing preventive maintenance requirements, following manufacturer's instructions, troubleshooting malfunctions, calling for repairs, maintaining equipment inventories, and evaluating new equipment and techniques.
- Maintains dental supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, and verifying receipt of supplies.
- Conserves dental resources by using equipment and supplies as needed to accomplish job results.
- Contributes to team effort by accomplishing related results as needed.
- Confidently operates the dental front desk when short staff. Duties include answering phone calls, making/rescheduling appointments, looking up appointments, reminder calls and making referrals to outside dental specialty providers.
- Any other duties assigned by supervisor.

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: N/A

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Directly Reporting to: Dental Office Manager

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity: Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive information, and appropriate application of business operations and practices.

Physical Demands/Environment Factors:

- Use their hands to handle, control, or feel objects, tools, or controls.
- Repeat the same movements.
- Bend or twist their body.
- Stand for long periods of time.

It is important for dental assistants to be able to:

- See details of objects that are less than a few feet away.

- Understand the speech of another person.
- Speak clearly so listeners can understand.
- Use fingers to grasp, move, or assemble very small objects.
- Hold the arm and hand in one position or hold the hand steady while moving the arm.
- Use one or two hands to grasp, move, or assemble objects.
- Make quick, precise adjustments to machine controls.

It is not as important, but still necessary, for dental assistants to be able to:

- See differences between colors, shades, and brightness.
- Move two or more limbs together (for example, two arms, two legs, or one leg and one arm) while remaining in place.
- Bend, stretch, twist, or reach out.
- Use stomach and lower back muscles to support the body for long periods without getting tired.
- Focus on one source of sound and ignore others.
- Be physically active for long periods without getting tired or out of breath.
- Use muscles to lift, push, pull, or carry heavy objects.
- Use muscles for extended periods without getting tired.
- Determine the distance between objects.
- Hear sounds and recognize the difference between them.
- Coordinate movement of several parts of the body, such as arms and legs, while the body is moving.
- Make fast, repeated movements of fingers, hands, and wrists.

Minimum Qualifications:

- High school graduation or equivalency

Preferred Qualifications:

- Excellent organizational skills
- Detailed-oriented personality
- Ability to manage multiple tasks at once
- Good dexterity skills
- Professional demeanor
- Strong communication skills
- A desire to help
- Resilience-Determination and strong work ethic

Native American Preference Given in Accordance with P.L. 93-638 and Amendments.

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.