



Employee Job Description	
Position Title: Dental Assistant	
Position ID #	
Facility: St. Croix Tribal Health Clinic & Round Lake Clinic	
Job Family: Health and Human Services Comp Grade: GS 4-5 Status: FT	
Posting Date: 7/13/26	Closing Date: 7/27/26, or until filled

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 the delivery of oral health services. The incumbent prepares patients and treatment areas, assists during procedures, and performs radiographic, clinical, and administrative support tasks in accordance with established protocols. The Dental Assistant is responsible for maintaining accurate patient records and adhering to infection control and safety standards. This position supports efficient clinic operations and contributes to a positive patient experience.

Essential Functions:

- Provides chairside assistance and direct patient care to support the delivery of dental services.
- Prepares treatment rooms, instruments, and materials to ensure efficient and safe clinical operations.
- Performs radiographic, clinical support, and basic patient care tasks in accordance with established protocols and scope of practice.
- Maintains infection prevention, sterilization, and safety practices to support a clean and compliant clinical environment.

- Documents patient information and communicates effectively with patients and team members to support coordinated care and efficient workflow.

Dental Assistant Job Duties:

- Provides chairside dental assisting during a variety of procedures by preparing treatment rooms, instruments, materials, and patients for care.
- Assists dental providers by anticipating procedural needs, passing instruments, maintaining clear operating fields, and supporting efficient workflow.
- Takes and records patient health history, vital signs, and other relevant information.
- Exposes and processes dental radiographs in accordance with established protocols.
- Provides patient education on oral hygiene, preventive care, and post-operative instructions.
- Documents patient care and procedures accurately in the dental record.
- Performs cleaning, sterilization, and maintenance of instruments and equipment in accordance with infection control standards.
- Maintains a safe and compliant clinical environment by following established policies, procedures, and safety protocols.
- Monitors and maintains dental supply inventory, including ordering, stocking, and verifying receipt of supplies.
- Assists with maintenance and basic troubleshooting of dental equipment and coordinates repairs as needed.
- Provides administrative support as needed, including scheduling, patient communication, and coordination of referrals.
- Assists in managing medical and dental emergencies in accordance with training and established procedures.
- Performs other related duties as assigned.

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 Director

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:

- Requires significant use of personal computer, phone, and general office equipment.
- Requires visual acuity for close work, including ability to distinguish details, colors, and spatial relationships.
- Requires the use of hands and fingers to handle instruments, materials, and equipment with precision, including fine motor coordinator and hand-eye coordination.
- Requires repetition of movements, bending and twisting of the body, and long periods of standing.
- Work is performed in a clinical environment with potential exposure to infectious materials and requires adherence to established safety protocols.
- May be required to lift up to 50 pounds.
- May require off-site travel and work at multiple site locations.

Minimum Qualifications:

- Completion of an accredited dental assisting program **or** equivalent combination of education and experience.
- Current Basic Life Support (BLS) certification.
- Knowledge of basic chairside dental assisting procedures, instruments, and materials.
- Knowledge of infection prevention and control practices in a clinical setting.
- Ability to take and record patient vital signs and health history information.
- Ability to expose and process dental radiographs in accordance with applicable guidelines (or ability to obtain certification within a specified timeframe).
- Ability to communicate effectively with patients and staff, both verbally and in writing.
- Basic computer skills and ability to use electronic health records and standard office equipment.
- Ability to follow established clinical protocols, policies, and instructions under general supervision.

Preferred Qualifications:

- One (1) or more years of experience as a dental assistant.

- Current certification/licensure as a Dental Assistant in accordance with state requirements.
- Experience with sterilization processes and instrument processing.
- Ability to work effectively in a team-based environment.
- Strong organizational skills and attention to detail.
- Experience supporting front desk functions such as scheduling and patient communication.

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

The offer is conditional based on confirmation that the candidate meets all specific criteria required (background check, driver's insurability verification, references, identity verification, and other applicable requirements).

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.