



PYRAMID LAKE PAIUTE TRIBE
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JOB ANNOUNCEMENT

JA-22-050

CERTIFIED DENTAL ASSISTANT
Pyramid Lake Tribal Health Clinic, Nixon, Nv
\$13.87- \$15.29/hr.
Cl. 381 Gr 10, Regular Full-Time, Exempt

Posted: September 22, 2022 – OUF

DEFINITION: Under the direct supervision of the dentist, the Certified Dental Assistant is responsible to provide a variety of dental assisting, clerical and housekeeping functions that aid the dental team in the performance of their assigned duties

DUTIES AND RESPONSIBILITIES:

Assist the dentist in providing chair-side assistance during all routine dental procedures

Seat patient, sets up proper instruments for dental procedures and accurately records examination findings in patient record, including electronic dental record.

Take preliminary impressions for study models, pour and trim model under direct supervision of the dentist.

Remove sutures, place surgical gauze following extractions. Place and remove rubber dam.

Responsible for cleaning, sharpening, packaging and sterilization procedures on all dental equipment, instruments using autoclave according to infection control standards. Places instruments in their proper storage when not in use.

Correctly expose, process and mount film and digital intra and extra-oral radiographs.

Provide those aspects of dental prophylaxis that require the use of a toothbrush and/or rubber cup for coronal polishing, removal of soft debris and application of topical fluoride treatment.

Place pit and fissure sealants under direct supervision of the dentist.

Properly store supplies and replenish when necessary.

Relay to patient post-treatment instructions as well as motivating and instructing the patient in proper home care and disease prevention techniques.

Provide community outreach and providing dental health education about tooth care and diet to the community. Maintain a sterile and clean working environment according to Infection Control Standards. Provide routing maintenance on all dental equipment.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of dental assistance procedures and processes.

Knowledge of all aspects of dental operations, including computers, office machines, dental

MINIMUM QUALIFICATIONS Cont.:

equipment and knowledge of the Resource Patient Management System (RPMS) and Electronic Dental Record.

Knowledge of current health care industry Privacy Act, HIPAA and security requirements.

Knowledge of a tribal community clinical setting or demonstrates the ability to be sensitive to and work with Native American communities.

Skill in providing patient care.

Ability to communicate with the public in all areas.

Ability to complete forms in an orderly and accurate fashion. Willingness to participate in community events such as health fairs, etc.

Assumes the responsibility associated with any expanded duties that may be delegated by the dentist.

Must favorably pass a character background check.

Must have a valid Nevada Driver's License.

REQUIRED EDUCATION AND EXPERIENCE:

Graduate from a fully accredited Dental Assisting program as a Certified Dental Assistant with one (1) year prior experience working as a Certified Dental Assistant. Must be certified in Dental Radiology through graduation from an accredited Dental Assisting program or through on-the-job training within the last year. Must have a current CPR/BLS certificate or be able to take class within the first three months of employment.

APPLY:

Human Resources Office
PO Box 256, Nixon, NV 89424
(775) 574-1000, Extension 1132/1119/1120

hrrecruiter@plpt.nsn.us
www.plpthumanresources.org



The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.