



# Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1  
Morton, MN 56270

*Cansayapi Otunwe*

---

6-14-2017

## LOWER SIOUX INDIAN COMMUNITY DENTAL ASSISTANT - JOB DESCRIPTION

**JOB TITLE:** Dental Assistant  
**DEPARTMENT:** Lower Sioux Dental Clinic  
**REPORTS TO:** Dentist  
**FLSA STATUS:** Non-Exempt

The Lower Sioux Dental Clinic is seeking part-time and full-time dental assistants. This is a new dental clinic and seeks to provide kind, compassionate care, in a culturally competent manner. Qualified candidates will be trained dental assistants with a minimum of a basic knowledge of all general dental procedures, places a personal emphasis on delivering quality and detailed care, have good interpersonal and communication skills, assist with dental procedures and clinic support, possess well developed computer skills and ability to acquire new skills.

### **SUMMARY:**

Under supervision of the dentist, the dental assistant is responsible for a wide range of tasks in the clinic. Responsibilities include, but are not limited to, providing chairside dental assistance, patient interaction and education, maintaining dental clinic environment, sterile technique and lab, administrative and record duties, dental lab, and radiological functions. Dental Assistant may complete other duties as requested by the Dentist. Applicant must be a quick learner, capable of adapting to, and working in a fast changing environment.

### **EDUCATION AND EXPERIENCE:**

- Minnesota Dental Assistant Certification (RDA, CDA)
- General knowledge of Indian Self Determination P.L. 93-638
- Prior work experience with Native American Indians Tribes.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Experience as a dental assistant in general or specialized dentistry.
- Strong knowledge of dental anatomy, physiology, equipment, tools, and the technical practices of dentistry and the application of dental materials.
- Experience operating dental x-ray equipment to properly expose and process dental radiographs.
- Practical knowledge of sterile technique and occupational safety.
- Prepare and maintain dental instruments, equipment, and supplies, ensuring all instruments and equipment is sterile prior to use.

- Prepare dental materials to include composites, amalgams, cements, impression materials, and other supplies as directed.
- Monitor and manage inventory of dental instruments, equipment, materials, and related supplies.
- Strong computer experience and aptitude.
- Strong interpersonal skills and strong organizational skills.
- Must be able to manage sensitive and highly confidential information in a professional manner.
- Pass a thorough criminal background check.
- Possess a valid Driver’s License for state of residency and be insurable under the Tribal vehicle insurance policy.
- Pass pre-employment drug test.
- Ability to work occasional evening, on call and extra hours as necessary.
- Willing to receive additional training and willing to work in a changing/dynamic role.
- Assist in the training of dental auxiliaries.
- Participates in appropriate health promotion/disease prevention activities, both on-site and off-site as required (Education)
- May complete other duties as requested by the Dentist.

**DISCLAIMER:**

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Applications and questions may be directed to:**  
**Darin Prescott, DNP, MBA, RN**  
**Director of Health, Social Services & Clinic CEO**  
**(507) 697-8901**  
[Darin.prescott@lowersiouxhealth.com](mailto:Darin.prescott@lowersiouxhealth.com)  
**Apply Online at [www.lowersiouxhhs.org/employment/](http://www.lowersiouxhhs.org/employment/)**