



JOB DESCRIPTION

JOB TITLE: Dental Assistant in Training
REPORTS TO: Dental Clinic Manager
DEPARTMENT: Dental
LOCATION: Rolling Hills Clinics
740 Solano Street, Corning, CA 96021
2526 Sister Mary Columba Drive, Red Bluff, CA 96080
2540 Sister Mary Columba Drive, Red Bluff, CA 96080
STATUS: Full-time, 100% FTE, Non-Exempt

Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the Band's Preference Policy, Chapter 1-715 of the Paskenta Band of Nomlaki Indians Tribal Policies). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.

POSITION SUMMARY

Under the direction of the Dental Clinic Manager, the Dental Assistant in Training will function as a circulating assistant in chairside dental procedures under the supervision of the Dental Clinic Manager. The Dental Assistant will receive on the job training from currently employed RDA(s)/RDAEFII(s) and be precepted by the Dental Director/Dentists in order to learn all dentistry procedures, clinic infection control procedures, cleaning and sterilization of instruments, tray setup and materials. This position *may* require travel between Rolling Hills Clinic sites to help fill temporary staffing vacancies and/or shortages.

DUTIES & RESPONSIBILITIES

1. Ability to perform all phases of four (4) handed Dental Assisting duties for endodontics, oral surgery, pedodontics, prosthodontics and restorative procedures.
2. Ability to perform standard and radiographic methods. Expose, process and mount diagnostic radiographs.
3. Familiarity with dental terminology, materials, medications and instruments used during dental procedures.
4. Perform the following supportive tasks to ensure efficiency of patient flow:
 - a. Clean, sterilize instruments, and set up trays.
 - b. Stock and store all supplies and materials.
 - c. Maintenance and testing of equipment (sterilizer, x-ray dosimetry, x-ray processor, etc.) including daily lubrication of equipment.
 - d. Pouring up models and other lab procedures.
 - e. Instruct patients in oral hygiene and preventive dental education under the supervision of the dentist.
 - f. Inventory and reorder supplies as necessary to maintain par levels.
 - g. Documentation of exam findings in patient record.
 - h. Maintain clean, orderly and well stocked operatories and laboratory
5. Ability to plan work duties to ensure dental clinic efficiency.
6. Knowledge of patient scheduling procedures.

7. Work in conjunction with Staff Dentists/Dental Coordinator to develop and implement preventive dental activities for the community.
8. Other duties as assigned by supervisor.
9. Employee Safety: Safely performs all duties; follows required protective protocols to ensure personal safety as well the safety of others.
10. Must maintain compliance with ergonomic safety standards; be mindful of posture and regularly practice ergonomic stretches.
11. Safety: Responsible for ensuring that all duties, responsibilities and operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
12. Safety: Take appropriate corrective actions to address matters pertaining to employee health and safety that have been brought to their attention.
13. Other duties as assigned by Supervisor.

MINIMUM QUALIFICATIONS

14. Completion of an approved radiation safety course within one year of start of the training program.
15. Current BLS CPR Certification.
16. High School Diploma or equivalent, GED.
17. Valid California driver's license and proof of personal liability automobile insurance as required by California state law.
18. Indian Preference. Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code Section 472 & 473). In other than the above, Rolling Hills Clinic is an Equal Opportunity Employer.
19. Demonstrate clear knowledge of Rolling Hills Clinic structure, standards, procedures and protocols.
20. Must have ability to relate and communicate effectively with community interest groups, agencies, and medical facilities that serve the American Indian Community.

BACKGROUND CHECK REQUIREMENTS

Pre-employment Drug Testing and a Department of Justice Fingerprinting clearance through Federal, State and Child Abuse Index is a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at Rolling Hills Clinic.

VACCINATION REQUIREMENTS

A pre-employment Physical exam is required upon hire. You will be required to provide vaccination records to show proof of immunity for Covid-19, TB or PPD, Measles, Mumps, Rubella, Varicella, TDAP & Hep B. If the records are more than 10 years old, titers are required to confirm immunity.

COVID RAPID TEST REQUIREMENT

To protect the welfare and safety of clients receiving services at Rolling Hills Clinic, you will be required to obtain a COVID Rapid Test onsite prior to date of hire.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or

otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a health clinic setting. The noise level in the work environment is usually low to moderate. Will work with blood-borne pathogens and will require OSHA training. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employment with Rolling Hills Clinic is voluntarily entered into. All RHC personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by RHC. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms. The job description does not constitute an employment agreement between Rolling Hills Clinic and employee and is subject to change by the Paskenta Band of Nomlaki Indians.