



Job Title: Front Desk/Relief Dental Assistant

Department: didg^wálič Wellness Center – Swinomish Development Authority

Summary: The duties of a Dental Assistant are among the most comprehensive and varied in the dental office. Ultimately the job is to provide front and back-office functions, help in the laboratory, and function as a relief assistant. The expectation of this position is to provide a variety of clerical, clinical, administration, and relief back office, which aids the existing dental team in the performance of their assigned duties. The Dental Assistant is supportive in all areas of the dental clinic.

Essential Duties and Responsibilities of the Dental Assistant:

- Perform Front Desk Duties, clerical, scheduling, and administrative duties.
- Phone Duties.
- Perform routine maintenance and upkeep on all dental equipment and instruments.
- Perform cleaning, packaging, and sterilization procedures on all dental equipment and organize in proper storage areas.
- Responsible for ordering and relationships with suppliers
- Store supplies and replenish when necessary.
- Provide scheduling, seating of dental patients, and set up instruments for dental procedures.
- Provide chair-side assistance during routine examination, restorative, periodontics, and surgical procedures.
- Assist provider in applying topical fluoride, anesthetic, and desensitizing agents.
- Take quality digital radiographs to assure highest degree of diagnostic information with the least amount of exposure.
- Responsible for supportive laboratory procedures, properly completing laboratory requisition slips, pouring study models, trimming models, fabricating custom trays, night guards and bleaching trays.
- Provide oral prophylaxis treatment consisting of rubber cup coronal polishing and topical fluoride application.
- Educate patients on appropriate oral hygiene strategies to maintain oral health; (e.g., tooth brushing, flossing and nutritional counseling).
- Provide patients with instructions for oral care following surgery or other dental treatment procedures, such as the placement of a restorations and extractions.
- Follow Universal precaution specific protocol management in accordance with OSHA compliance.
- Responsible for x-ray testing and x-ray certification testing.
- Responsible for on-the-job training of all dental assistants and personnel with the approval of acting supervisor.
- Fabrication of temporary crowns and bridges.



- Take quality impressions.
- Community outreach and education including providing preventative services outside the clinic, i.e. Transitional Living and dental supported events.
- Other duties as assigned.

Education and Experience:

- Current CPR (BLS) certifications.
- Current immunization record.
- Registered in the state of WA upon application. Certification within the first year of employment.
- Minimum of 3 years experience working in a dental office preferred.
- Commitment to providing culturally appropriate services.
- Thorough knowledge of principles and practices of modern dentistry and of prevention of dental diseases.
- Knowledge of state and federal laws pertaining to dentistry and to public dental health.
- Skill in performance of dental treatments.
- Skills in communicating effectively both orally and in writing.
- Skills in establishing and maintaining effective working relationships with other tribal employees, Wellness clinic clients and staff and the general public.

Required Knowledge, Skills, and Abilities:

- Pleasant to patients at front desk. Ability to schedule appointments and keep workflows moving.
- Use of dental technology (electronic dental record Dentrix, and imaging including Nomad) and mobile equipment.
- Knowledge in infection control protocols and ability to lead by example in best practices.
- Health promotion and education both inside and beyond the traditional dental clinic.
- Excellent chairside manner that promotes a safe, effective culturally conscientious environment for patients and staff.
- Strengths in listening, teamwork, thoroughness, and interest in self-development.
- Creativity to work with other health care professionals from a variety of disciplines to achieve maximal productivity and programmatic effectiveness while continuously promoting the growth and development of fellow professionals and staff, exercising appropriate supervisory control, and displaying good work judgment with the best interest of the patient population being the greatest priority.
- Being a team-player with demonstrated dedication to excellence and personal integrity manifested in a positive and credible image.