



Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 * Fax: (715) 478-5275

www.sokaogonchippewa.com



This is a great opportunity for a Sokaogon Chippewa Community Tribal Member to be trained in one of the medical professions. The SCC Dental Department is looking to hire a new Dental Assistant who will be taught by Dr. Keith Simmons and the Dental Staff. Get paid while you learn your new career!

Position: Dental Assistant

Location: Sokaogon Chippewa Community Health Clinic

Position Summary:

Under direct supervision of the Dentist, the purpose of the position is to perform chairside assistant duties in all phases of restorative, prosthodontic, surgical, endodontic, and periodontal treatment as provided in general dentistry, update and maintain recordkeeping responsibilities.

Duties/Responsibilities:

- Sterilize, lubricate, clean, arrange, and stock instruments and equipment.
- Prepare operatory and equipment for patient care at start of each day. Clean and restock operatory at the end of each day.
- Follow all quality, safety and infection control standards.
- Assist the Dentist with patient care by setting up patient trays with the proper instruments, providing chair side assistance and cleaning up area after each patient.
- Mix restorative material for treatment as requested by the Dentist.
- Properly maintain vacuum system, dental chairs, dental units, ultrasonic cleaner, autoclave, and other dental equipment.
- Prepare, maintain, and update patient charts and reports.
- Take digital dental radiographs.
- Pour and trim models from impressions.
- Provide education to patients concerning oral hygiene, consent, post-operative instruction and impending treatment.
- Assist with screening procedures.
- Assume dental appointment clerk duties when needed.
- Perform dental lab duties as directed.
- Perform related duties as directed.

Qualifications:

- Candidates are required to have High School Diploma or GED.
- Completion of a dental assisting program from an accredited technical college preferred but not required.

- Candidates must pass a Caregiver background check.
- Ability to compile assemble, copy, record, and/or transcribe data and/or information according to a prescribed schema or plan.
- Ability to exchange information for the purpose of obtaining information or clarifying details.
- Ability to explain, demonstrate, assists and orientates well within established policies, procedures, and standards.
- Ability to start, stop, operate and monitor the functions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference and descriptive data and information
- Ability to learn electronic dental patient record system (Dentrix).
- Ability to work in a properly collegial relationship with co-workers.
- Ability to interact with other departments within the tribal clinic to ensure best quality of care for each patient.
- Must be culturally sensitive
- Must adhere to strict confidentiality policies and procedures.
- Knowledge of medical procedures, terminology, and equipment
- Patient assessment skills
- Ability to apply good clinical judgment
- Ability to plan work, establish priorities, and remain flexible
- Ability to instruct/teach
- Must have the ability to keep all information confidential – know rules and regulations related to HIPAA.
- Must be willing to attend offsite trainings and meetings.
- Must have excellent leadership, interpersonal and communication skills.
- Must be able to pass a pre-employment drug screening and background check

Licenses and Certificates:

- Dental Assistant Certificate Preferred, but not required
- Valid Wisconsin driver's license

Drug-free Workplace Policy: The Sokaogon Chippewa Community is committed to a drug-free work environment and requires all employees to participate in an employee drug-testing program as a condition of employment.

Native American Preference Policy: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, § 472). Verification must be submitted with the application if claiming the Native American Preference.

Submit completed applications/resumes to:
 Sokaogon Chippewa Community
 Donna Vodar, HR Director
 3051 Sand Lake Road
 Crandon WI 54520
 715-478-7663

Posting Date: February 27, 2018
 Closing Date: March 8, 2018
 Email: donna.vodar@scc-nsn.gov

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