

JOB ANNOUNCEMENT

POSITION: Dental Assistant

DIVISION: Owyhee Community Health Facility

PROGRAM: Dental

SUPERVISOR: Dental Director

WAGE RANGE: \$19.75-\$22.35 an hour (Grade 16, Step 1-6) DOE

CLASSIFICATION: Non-Exempt

LOCATION: Owyhee, Nevada

OPENS: July 22, 2026

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) **Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (I) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-

SPECIAL CONSIDERATIONS:

This position is subject to (random) drug testing and a background check as a condition of employment. This individual works in patient and emergency situations requiring mental alertness and in the course of their employment, regularly comes into contact with children and seniors. This individual operates Tribal vehicles and/or equipment on a regular basis.

SUMMARY OF FUNCTIONS:

The incumbent will be under the direct supervision of the Owyhee Community Health Facility's Dental Director or Staff Dentist assisting the dentist in delivering quality patient care by providing chairside assistance, preparing treatment areas, maintaining infection control standards, and supporting clinical operations. This position requires the employee to successfully work toward obtaining Dental Assistant certification and a Dental X-ray Certificate as a condition of continued employment.

MAJOR DUTIES & RESPONSIBILITIES:

1. Demonstrate and utilize the proper techniques to clean the dental hand-pieces and instruments in preparation for sterilization.
2. Put together the proper instruments for the various dental procedures.
3. Operate the dental autoclave (sterilizer).
4. Operate the distilled water machine.
5. Cleaning of the dental operatories after each patient is excused.
6. Answer the telephone and take proper messages for the Dental staff.
7. General cleaning of the Dental clinic and office.
8. Open communication with all Dental and Medical Staff.
9. Provide proper forms needed for patients to fill out before being seen.
10. Clean the dental film processor.
11. Protect and acknowledge the confidentiality of each patient.
12. File laboratory reports properly for infection control purposes.
13. Assist the Dentist with all patient treatments.
14. Learn and utilize the filing process for dental related documentation.
15. Learn and utilize the Point of Sale (POS) equipment.
16. Learn and utilize the Patient Appointment System in RPMS.
17. Learn and utilize the Electronic Dental Records program.
18. Keep records of supplies and recurring dental activities.

EDUCATION & WORK EXPERIENCE REQUIRED:

1. Must be a High School Graduate or have successfully completed the GED Program.
2. Must have a valid Idaho or Nevada Driver's License.
3. Must be willing to learn on the job.
4. Preferred current Dental Assistant Certification
5. Preferred Dental Radiology Certification
6. Preferred knowledge of the instruments, materials, and standardized dental procedures used for oral examinations and routine restorations.
7. Make preparations and provide chair side assistance.
8. Preferred knowledge of the use, care, and storage of dental equipment, materials, and instruments.

9. Preferred knowledge of dental instruments and equipment sterilization techniques.
10. Familiar with current OSHA Standards.
11. Preferred knowledge of procedures for receiving, routing, scheduling and dismissing patients.
12. Preferred knowledge with ordering supplies and requesting services from Dental Laboratories.
13. Preferred knowledge of X-Ray equipment operation, procedures and materials for developing, fixing, and drying radiographs.
14. Preferred knowledge of basic dental terminology and record keeping procedures to enter information on patient records.
15. Willingness and ability to complete required training and certification programs

PHYSICAL DEMANDS:

Be able to reach in all directions for instruments, supplies, or as required without physical restrictions and/or medical limitations. Precise manual dexterity and high physical stamina due to awkward and fixed positions. Ability to sit and stand for long periods of time.

WORK ENVIRONMENT:

1. Moderate to high stress environment.
2. Physical close proximity to patient and/or provider.
3. Sitting/standing for long periods of time.
4. Break periods will need to be flexible to accommodate patient care.
5. Ability to multitask during busy times
6. Emotionally difficult at times depending on the patient's needs.
7. Works with patients in all age groups, issues, and backgrounds.
8. Work closely as a team member.
9. Confidentiality and privacy of patient information is essential.
10. Works in close proximity to bodily fluids such as blood, saliva, and tooth particles.