



KODIAK AREA NATIVE ASSOCIATION

Dental Assistant

Full Time/Eligible for Full Benefits Package

Hourly/Non-Exempt

Reports To: Dental Director

Summary: Assists Dentists, Dental Health Aide Therapists, and Dental Hygienists in the direct provision of primary care of dental services to the beneficiaries of Kodiak Area Native Association.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Must be able to perform the following essential duties, or able to become competent in these areas and working independently within 6 months through on-the-job training:

Improve patient experience and quality of care by focusing on optimal patient access, continuity, and team based care.

Prepare patient, sterilize and disinfect instruments, set up instrument trays, prepare materials, and assist the dental providers during dental procedures.

Take and record medical and dental histories and vital signs of patient.

Expose dental diagnostic x-rays.

Take preliminary impressions for study casts and occlusal registrations for mounting study casts. Pour, trim, and polish study casts, fabricates custom impression trays from preliminary impressions, cleans and polishes removable appliances, and fabricates temporary restorations.

Assist dentist in management of medical and dental emergencies.

Instruct patients in oral hygiene and plaque control programs.

Provide postoperative instructions prescribed by the dental providers.

Record treatment information in patient records, schedule appointments and maintain clerical records.

Provide coronal polishing and fluoride treatment services with appropriate certification.

Regularly travel by small plane to provide dental services to the village communities. Dental Assistant may be scheduled for village travel up to one visit per month for one to four day visits based on the needs of the community.

Willing and able to obtain Dental Assisting National Board (DANB) Certification within 2 years of hire date.

Education and/or Experience:

High school diploma or equivalent. Two (2) years' experience preferred. Certified Dental Assisting National Board (DANB) Certification preferred. BLS certification.

Intermediate computer skills necessary to effectively work in the dental software program, and other various software programs.

Knowledge of Standards of Care, OSHA, and Infection Control, HIPAA compliance and ability to maintain patient confidentiality required. KANA will assist in accomplishing these requirements.

Able to travel in a small plane to rural communities.

KANA is an Equal Opportunity Employment (EOE) employer exercising Native preference in accordance with P.L. 93.638

To learn more or to submit an application, visit <http://kodiakhealthcare.org/>.

Please contact the KANA Human Resources office at careers@kodiakhealthcare.org with any questions.