



---

10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

## Ilanka Community Health Center Dental Assistant

**Team:** Ilanka Community Health Center  
**Reports to:** Dental Director  
**FLSA Status:** Non-Exempt from Overtime

**Salary Range:** \$23.00-\$29.00/hr  
**Schedule:** Full Time, Regular  
**Last Revised:** October 2023

*The Dental Assistant is responsible for working under the direction of ICHC's Dental Director, helping to assure a high level of professional excellence in oral health care delivery.*

### Duties/Responsibilities:

- Sterilize and disinfect instruments and equipment.
- Prepare treatment rooms, instruments, and tray setups for dental procedures.
- Greet and prepare patients for treatment.
- Conduct patient health screening.
- Upon training and competency verification, perform diagnostic quality dental radiographic procedures.
- Assist the dentist during examinations and treatment procedures.
- Record medical and dental histories and vital signs of patient, ensuring that patient records are accurate and complete.
- Conduct work in compliance with office policies, procedures and demonstrated processes.
- Inventory, stock and order supplies.
- Maintain an organized, clean work area free of clutter and tripping hazards.
- Participates in required quality assurance, quality improvement, staff meetings, huddles and training activities.
- Participate in risk management strategies, with emphasis on proactive identification and reporting of potential risk situations.
- Maintain a high level of confidentiality in accordance with HIPAA and HITECH regulations, which includes only accessing appropriate information needed to perform job duties.
- Maintain a neat, clean, and professional appearance.
- Participate in emergency preparedness training, responding to emergency situations within clinic as well as participate in clinic response when assisting local hospital or city Incident Management Team in an emergency event.
- Participates in community-wide health care activities such as health fairs as well as NVE hosted events which may be outside regular hours.
- Other duties as assigned.



---

10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

### **Required Skills/Abilities:**

- Ability to engage patients in a compassionate, knowledgeable manner.
- Ability to perform effectively while multitasking; maximizing clinic efficiencies and workflow.
- Ability to accurately use and/or learn specialized software and computer programs.
- Able to meet work schedule with regular, predictable attendance.
- Able to facilitate positive communication with others as evidenced by professional maturity, respect for others and a team-centered approach.

### **Education and Experience:**

- High School Diploma or equivalent.
- Preferred two years' experience as a Dental Assistant, CMA, MA, or CNA in a clinical setting.
- Current Basic Life Support (BLS) or CPR Pro certification or the ability to become certified within 2 months of hire.
- Upon hire, enrollment and successful completion of Dental Assistant apprenticeship program if available.

### **Physical Requirements:**

- Work will be completed within a dental clinic.
- Regularly bend and/or crouch for long periods of time to assist patients.
- Regularly use fine motor skills to assist with procedures.
- Use sight, smell, hearing, and touch to complete job tasks accurately.
- May include lifting or moving 15 lbs. to coordinate work.
- Regularly use electronic data to gather, input and otherwise coordinate work.
- Regularly use mental, oral, and written methods to complete work.
- Exposure to housekeeping products and tasks that routinely involve a potential for mucous membrane or skin contact exposure to blood, fluids, or tissue. Use of personal protective equipment (PPE), when appropriate, is required.

### **Disclaimer**

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description.

---

Employee Signature

Date