

**TOIYABE INDIAN HEALTH PROJECT, INC.**

**POSITION DESCRIPTION**

**POSITION:** Dental Assistant/Receptionist

**WORK STATION:** Dental Department – All Sites

**SUPERVISOR:** Chief Dentist /Dental Office  
Manager

**SUPERVISES:** None

**NON-EXEMPT**

**POSITION SUMMARY:** Assist in the efficient operation of the dental department.

**QUALIFICATIONS:**

1. High school graduate or equivalent.
2. One year general office experience, hands-on computer data entry experience desired.
3. Knowledge of medical/dental terminology helpful.
4. Must be willing to learn proper methods of patient record management.
5. CPR certified or certified within three months of hire.
6. Interest in successfully passing the California State Registered Dental Assisting Licensing Program as needed and required.
7. California State Board X-Ray Safety Certificate or ability to obtain within three months of hire.
8. Successfully pass and maintain current HIPAA regulations and training.
9. Possess a current CA driver's license and be insurable with company insurance.
10. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
11. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

**DUTIES AND RESPONSIBILITIES:**

1. **Dental assisting duties** – serve as support staff for the dentist during operative dentistry as required, should develop the ability in covering the full range of dental assisting duties, i.e. dental radiographs, “four handed” chairside assisting, taking quality impressions, etc.
2. Learns and performs proper infection control methods of the dental operatory and associated instruments and equipment under the direction of the dentists and dental hygienists.

11. Other job related duties as assigned.

Supervisor \_\_\_\_\_ Date: \_\_\_\_\_