
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Vacancy Announcement

Title: Lead Registered Dental Assistant

Reports to: Clinic Site Manager and/or Clinic Dentist

Location: One in Yreka and one in Happy Camp

Salary: \$17.00 to \$22.00 per hour

Summary: The Lead Dental Assistant contributes to Karuk Dental Clinic's continued success by: competently executing the Karuk Health and Human Services Program policies; striving to meet their Mission, Vision, Values and Goals; and honoring the organization's Native American Culture. The Lead RDA will, work as chairside dental assistant performing patient care, and supervise the auxiliary dental staff, in accordance with all applicable laws/regulations to insure the safety of staff and patients. The Lead Dental Assistant is responsible, for inventory control, and for the training and development of the other auxiliary staff working in the patient care areas.

Classification: Full Time, Regular, Non-Exempt, Non-Entry Level

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at www.karuk.us The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: humanresources@karuk.us

POSITION DESCRIPTION

Title: Lead Registered Dental Assistant

Reports To: Clinic Site Manager and/or Clinic Dentist

Supervises: Registered Dental Assistants, Dental Assistants, and Sterilization Technicians

Location: Happy Camp Dental Clinic and/or Yreka Dental

Salary: \$17 to \$22 per hour

Position Description

The Lead Dental Assistant contributes to Karuk Dental Clinic’s continued success by: competently executing the Karuk Health and Human Services Program policies; striving to meet their Mission, Vision, Values and Goals; and honoring the organization’s Native American Culture. The Lead RDA will, work as chairside dental assistant performing patient care, and supervise the auxiliary dental staff, in accordance with all applicable laws/regulations to insure the safety of staff and patients. The Lead Dental Assistant is responsible, for inventory control, and for the training and development of the other auxiliary staff working in the patient care areas.

Specific Responsibilities:

1. Efficiently provides administrative support to the Dental Director and/or attending Dentist.
2. Possess the ability to oversee the management of the day-to-day patient flow and morning huddle with dental staff.
3. Efficiently supervises the auxiliary staff to insure they maintain a sterile and neat working environment according to current infection control procedures.
4. Responsible to maintain the Dental Office Emergency Kit and the oxygen tank
5. Oversees re-stocking the patient rooms (operatory) with supplies.
6. Shall competently perform the duties of a Clinical Chairside RDA and/or dental receptionist when required to do so, displaying age-specific competencies in working with:
 - Infants
 - Toddlers
 - Preschool
 - School Age
 - Adolescents
 - Early Adult
 - Middle Adult
 - Geriatric
7. Shall strive for compliance with Ambulatory Healthcare Standards.
8. Shall demonstrate safety procedures in accordance with HHS policies and procedures.
9. Shall competently provide onsite supervision to the auxiliary staff working in the patient care area, by demonstrating the proper use of approved policies and procedures.
10. Shall competently work with the attending Clinic Dentist in providing direct patient care and processing Dental Labs.

11. Shall competently ensure the confidentiality, security and safety of all dental health records according to current KTHP policies and procedures and HIPAA.
12. Shall competently schedule patients for next treatment procedure, post-operative evaluations or follow-up visits.
13. Work together with Site Manager to competently enter dental patients' visit data and dental CDT Coding into the Dentrix Practice Software Program and train other staff to do the same.
14. Shall appropriately report as required by Federal, State, County, Local, and Tribal regulations.
15. Shall be capably available for local and out of the area travel as required for job related training.
16. Shall efficiently review and approve dental supply orders including, new or replacement of equipment, and work orders for the repair of patient care items or clinic equipment.
17. Shall attend supervisor training classes.
18. Shall be courteous in accepting other job duties as assigned.

Qualifications:

1. Demonstrates the ability to effectively work with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.
5. Demonstrates the ability to stay focused. The assistant shall be able to pay attention and anticipate the dentist's needs.

Requirements:

1. Must possess High School Diploma or equivalent.
2. Must have 3 years of work experience as a Dental Assistant.
3. Must possess documentation of California Dental Radiology Certification and have the ability to safely expose, develop and display Dental X-Rays.
4. Must insure that all of the auxiliary staff working in an area where x-rays are being taken, have and use a Radiation Safety Dosimeter Badge. Must insure that the badges are exchanged for new ones monthly and monthly badge reports are reviewed and kept on file.
5. Must possess an active RDA License and be willing to attend continuing education training to keep license active.
6. Must stay current in and have documentation of infection control training including OSHA and CDC requirements.
7. Must have basic knowledge of and work within the California Dental Practice Act.

8. Must have a good understanding of dental terminology, dental billing procedure codes and dental insurance billing guidelines.
9. Must have basic knowledge of RPMS and Dentrix computer software programs and other office equipment.
10. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
11. Must be capably available to travel between clinic sites and for training as needed.
12. Must possess and maintain CPR/Basic Life Support certification.
13. Must adhere to confidentiality and HIPAA policies.
14. Must have knowledge of Karuk Tribe Personnel Policy.
15. Must provide documentation of immunity to rubella or become immunized with the recommended vaccine. Must have annual flu shot per Karuk flu policy. Must test annually for TB.
16. Must provide documentation of immunity to Hepatitis B, or documentation of refusal.
17. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Council Approved: May 11, 2017

Chairman's Signature: _____

Employee's Signature: _____