

**PENOBSCOT NATION**

TRIBAL ADMINISTRATION  
HUMAN RESOURCES



12 Wabanaki Way  
Indian Island, ME 04468  
TEL: (207) 817-7312

**JOB ANNOUNCEMENT:**

The Penobscot Nation is seeking applications for the following position:

**OPENING DATE: April 4, 2022**

**CLOSING DATE: Until Filled**

**Dental Assistant**

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**JOB STATUS:**

**Dental Assistant**  
**Career Field: Medical**  
**Pay Range: \$19.95 - \$23.84 per hr.**  
**Category: A-2**  
**Status/Term: Exempt, Full-time**

**LOCATION:**

**Penobscot Nation**  
**Health Department**  
**Classification: Full-time, Regular**  
**23 Wabanaki Way**  
**Indian Island, ME 04468**

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**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

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**QUALIFICATIONS REQUIRED:**

Experience necessary in all dental office functions. Ability to perform four-handed dentistry under the direct supervision of the dentist. Working knowledge of OSHA Standards for infection control and safety. Computer proficiency including Microsoft Word and Excel required. DANB required. Certified Dental Assistant as well as Radiology Certificate required. 2 years experience preferred. Indian Preference will be adhered to in accordance with the Penobscot Nation’s Personnel Policies and Procedures.

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**HOW TO APPLY:**

- Apply online at [www.penobscotnation.org/departments/human-resources](http://www.penobscotnation.org/departments/human-resources).
- Submit completed applications and resume along with certifications to [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org)

For further information, call 817-7312 or email at [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org)

## **JOB DESCRIPTION**

**Position Title:** Dental Assistant

**Department:** Health Department

**Reports To:** Dental Program Coordinator

**Rate of Pay/Category:** \$19.95-\$23.84 / A-2

**Status/Term:** Full-time (40 hours) / Non-Exempt

### ***JOB SUMMARY:***

The Dental Assistant performs four-handed dentistry with the dentist or dental hygienist, take and develops radiographs, and performs infection control procedures according to OSHA standards.

### ***ESSENTIAL DUTIES/RESPONSIBILITIES:***

- Maintains supplies at adequate levels and provides an inventory for the Program Coordinator
- Schedules appointments as needed
- Evaluates emergency calls and visits in coordination with the dental hygienist, dentist or medical team as needed
- Cleans and maintains dental operatories and dental laboratory
- Cleans, disinfects, and sterilizes instruments daily
- Performs and maintains log for spore testing and daily autoclave loads
- Monitors dental charts to maintain current medical and dental histories and consent forms
- Monitors the mailing and receiving of laboratory prosthetic cases
- Provides quality care consistent with the Standards of the American Dental Association
- Takes and pours impressions when needed
- Assists in four-handed dentistry and possesses knowledge of all current dental materials and procedures
- Checks daily schedule and lab cases and prepares appropriate instruments for each procedure
- Takes radiographs and develops upon the recommendation of the dentist or the dental hygienist
- Assumes responsibility for following confidentiality procedures as outlined in the Privacy Act and HIPAA
- Performs additional related duties as requested

***KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS:*** (i.e., education required/preferred, skills required/preferred, years of experience required/preferred)

High School Diploma or G.E.D. required

Ability to perform four-handed dentistry under the direct supervision of a dentist

Working knowledge of OSHA standards for infection control and safety required

Computer proficiency including Microsoft word and Excel required

***LICENSES/CERTIFICATES/REGISTRATIONS:*** (i.e., driver's license, professional licensing/certification)

Certified Dental Assistant  
Radiology Certification

***PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS:*** (i.e., physical requirements of position, job environment/conditions)

Use their hands to handle, control, or feel objects, tools, or controls. Repeat the same movements. Bend or twist their body. Sit for long periods of time. Stand for long periods of time. Lift up to 25 lbs.

***Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures***

***External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request***