

**Office of the Chief and  
Council**

Kirk E. Francis  
*Chief*

Mark Sockbeson  
*Vice-Chief*



**Penobscot Nation  
Human Resources**  
27 Wabanaki Way  
Indian Island, Maine 04468  
Phone: (207) 817-7306  
Fax: (207) 817-7463

## **JOB ANNOUNCEMENT**

**Opening Date:** September 1, 2026

**Closing Date:** Until Filled

### **Position: Dental Program Coordinator**

**Department:** Health Department/Dental Program

**Reports To:** Health Director

**Pay Range:** \$45.00 - \$55.00 per hour

**Status/Term:** Full-time, Exempt

**Location:** 12 Wabanaki Way. Indian Island, ME 04468

### **Job Summary:**

The Penobscot Nation is seeking a dedicated and skilled Dental Program Coordinator to join our Health Department team. The Dental Program Coordinator is responsible for coordinating all dental program functions: provides emergency and preventive care to all eligible clients; assists the dentist in normal and assigned dental tasks under the clinical supervision of a licensed dentist.

### **Qualifications Required:**

- Associates Degree in Dental Hygiene from an Accredited School (required).
- Current State of Maine license in Dental Hygiene.
- Training in four-hand dentistry.
- Working knowledge of OSHA standards for infection control and safety (required).
- Computer proficiency including Microsoft word and Excel (required).
- 2 years clinical experience in a public health setting (preferred).

**Office of the Chief and  
Council**

Kirk E. Francis  
*Chief*

Mark Sockbeson  
*Vice-Chief*



**Penobscot Nation  
Human Resources**

27 Wabanaki Way  
Indian Island, Maine 04468  
Phone: (207) 817-7306  
Fax: (207) 817-7463

- Working knowledge of Dentrix and DEXIS electronic dental record and imaging (preferred).
- Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

**Essential Duties/Responsibilities:**

- Provides administrative supervision for Dental Assistant, Dental Hygienists, and Dental Administrative Assistant
- Completed Quarterly reports
- Monitors the dental contract medical care budget by maintaining the ledger
- Monitors dental program budgets
- Provides for the implementation of the dental recall system in cooperation with the Dental Assistant
- Organizes and monitors fluoride programs
- Provides emergency dental services in coordination with the medical providers during the dentist's absence
- Perform oral inspections, recording any oral conditions that should be called to the attention of the dentist
- Performs complete prophylaxis, including scaling, root planning and curettage
- Provides oral hygiene and instruction
- Smooths and polishes restorations
- Removes sutures
- Cleans and maintains dental operatories and dental laboratory
- Cleans, disinfects and sterilizes instruments
- Assists in the development, implementation, and necessary revision of the Infection Control and Safety Policy
- Maintains supply inventory
- Develops and implements community dental health and prevention education in conjunction with the Dentist
- Administrator for Radiation Control Program for dental imaging
- Performs four-handed dental assisting functions in the absence of the Dental Assistant
- Performs receptionist functions for dental program as necessary
- Complete all referrals and contracts as required for specialty dental services
- Participate in school physicals in cooperation with other PNHD staff
- Provides quality care, consistent with the standards of the American Dental Association
- Participates in audits, surveys, and quality inspections as required
- Assumes overall responsibility for organizing and managing the orthodontia clinic
- Serves as a representative of the dental program on the Managed Care Committee

**Office of the Chief and  
Council**

Kirk E. Francis  
*Chief*

Mark Sockbeson  
*Vice-Chief*



**Penobscot Nation  
Human Resources**

27 Wabanaki Way  
Indian Island, Maine 04468  
Phone: (207) 817-7306  
Fax: (207) 817-7463

- Assumes responsibility for following confidentiality procedures as outlined by HIPAA
- Performs routine duties which include providing dental hygiene services to individuals eligible for services provided by the HIS in homes, schools, clinics, job sites, and other community locations within the Penobscot Nation's Contract Health Services Delivery Area
- Functions as Administrator for Electronic Dental Record (EDR): Dentrix and Dexis
- Responsible for management of Safety Data Sheets, as appropriate
- Responsible for charting and reviewing Dental exam results
- Works in coordination with area dental and hygiene schools for recruitment
- Interact professionally and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
- Conforms to acceptable attendance/punctuality standards as expressed in the employee handbook.
- Performs other duties as assigned.

**Physical Demands/Conditions/Requirements:**

Use of hands, fingers and arms necessary. Must be able to sit and stand for long periods, reach and fell with hands, arms, and fingers. Must be able to lean over patients for extended periods of time. Minimal lifting up to 25 pounds may be required.

**How to Apply:**

- Applications are available at the Human Resources Office or the Secretary's Office at the Nick Sapiel Building, Indian Island, Maine. Applications can also be downloaded at [www.penobscotnation.org](http://www.penobscotnation.org).
- Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>.
- Submit completed applications and résumés along with certifications to [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org).
- For additional information, call (207) 817-7312 or email [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org).

***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***

**Office of the Chief and  
Council**

Kirk E. Francis  
*Chief*

Mark Sockbeson  
*Vice-Chief*



**Penobscot Nation  
Human Resources**

27 Wabanaki Way  
Indian Island, Maine 04468  
Phone: (207) 817-7306  
Fax: (207) 817-7463

***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.***

***For more information, please contact Human Resources at (207)817-7312.***