

Santee Sioux Nation

TRIBAL ADMINISTRATION / OFFICE OF HUMAN RESOURCES
SIDNEY A. TUTTLE, SR. HRD

Chairman: Alonzo Denney
Vice-Chairman: Kameron Runnels
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Howe Creek Dist. Rep.: Carrie Rouillard



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Santee Dist. Rep.: Vietta Swalley
Bazile Creek Dist. Rep.: Sandra Henry

VACANCY ANNOUNCEMENT (General Announcement)

Position: Certified/Registered Dental Assistant
Department: Santee Health Center-Dental
Supervisor: SSN-SHC Admin.
Classification: Full-time
Salary: (DOQ)
Posted: March 6, 2026 – March 20, 2026

GENERAL OVERVIEW:

Job Summary: The Dental Assistant provides chairside and clinical support to dental providers in delivering comprehensive oral health services to patients. This position supports preventative, restorative, and emergency dental care in accordance with Indian Health Service standards, infection control regulations, and clinic policies. Other duties as assigned. This position is located at the Santee Health Center, Tribal IHS facility, 110 S. Visiting Eagle St., Niobrara, NE 68760.

PROFESSIONAL REQUIREMENTS AND RESPONSIBILITIES:

DUTIES AND RESPONSIBILITIES: (General)

- Assist dentists and dental hygienists during examinations and dental procedures
- Prepare treatment rooms, instruments, and materials following infection control and sterilization protocols.
- Take and process dental radiographs in compliance with safety standards.
- Maintain accurate dental records and assist with charting and documentation.
- Education patients on oral hygiene, preventive care, and post-treatment instructions.
- Clean, disinfect, and maintain dental equipment and operatory areas.
- Manage dental supplies, inventory, and ordering as needed.
- Follow HIPAA, OSHA, and HIS policies and procedures.
- Provide patient-centered care.
- Perform additional duties as assigned to support clinic operations.
- Knowledge of Dental Software systems e.g., Dentrix
- Radiology certification (or ability to obtain within required timeframe)

Minimum Qualifications (Position specific)

- Dental Assistant Certification (state-recognized or accredited program), Or,
- Equivalent on-the-job dental assisting experience demonstrating competency in chairside assisting, infection control, and dental procedures.

Work Environment & Physical Requirements

- Ability to sit, stand, and move throughout the clinic during work hours.
- Manual dexterity to handle dental instruments and equipment.
- Ability to lift and carry supplies up to 30 lbs.
- Compliance with infection control and personal protective equipment requirements.

Skills, Abilities, and other Qualifications (Basic SSN Tribal Standard)

- **Education:** Bachelor's or master's degree in the specific area, Public Health, or a related field. Or, demonstrated work history and experience, must be willing to train in needed areas and travel as necessary.
- **Experience:** Typically requires significant experience, tribal structure, "prefer" several years in a similar role/ Previous experience in public health is generally required.
- **Skills:** Strong ethics and commitment, communication, and organizational skills, along with knowledge and principles of public health standards.
- **Reporting Structure:** This position requires you to report directly to Supervisor of the department or as assigned.
- Dedication to the goals of the Santee Sioux Nation.
- Dedication to the culture and values of the Santee Sioux Nation.
- (Standard for all positions) Minimum four-year college degree or professional and community experience; and one year of professional work experience strongly "preferred", but "not required."
- Experience working with American Indians and/or Alaska Natives.
- Demonstrated leadership experience, including program development and management.
- Exceptional verbal and written skills.
- Subject to Motor Vehicle and Criminal Background checks.

SSN Benefit Package:

- **Weekly PTO Accrual, "beginning" at 4 hours per week**
- **401(k) Opportunity, 3% Match**
- **Health Insurance - FEHB, Health Care Benefit Option**
- **Educational Leave Program for the Nebraska Indian Community College**
- **Paid Holidays, including Tribal observances**
- **Qualifying Retention Bonus's**
- **Qualifying Bereavement Leave**
- **Professional Development Opportunities**
- **In-house Savings plan (financial support)**

EMPLOYMENT CONDITIONS: The Personnel Policies and Procedures of the Santee Sioux Nation apply to all employees. The position is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of drug and alcohol screening and a successful evaluation.

INDIAN PREFERENCE ACT: Preference in hiring given to qualified Native Americans in accordance with the Indian Preference Act. Applicants claiming, “Indian Preference” Must submit, along with their application, verification of enrollment of their spouse in Federally Recognized Tribe Indian.

VETERAN’S PREFERENCE: Preference in hiring is given to qualified Veterans who have served in our Armed Forces and have been honorably discharged. Applicants claiming, “Veteran’s Preference” Must submit, along with their application, a copy of their DD214. Active National Guard members must submit a copy of their Military Identification.

DISCLAIMER: THE INFORMATION ON THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES IN THIS POSITION. IT IS NOT DESIGNED TO CONTAIN, OR BE INTERPRETED AS, A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.

****We are an Equal Opportunity Employer.**

APPLICATION INSTRUCTIONS:

****YOU MAY PICK UP AN APPLICATION AT ANY TRIBAL PROGRAM OR AT THE TRIBAL ADMINISTRATION BUILDING, DAVID FRAZIER BUILDING.**

****ONLINE: YOU CAN GO TO WWW.SANTEESIOUXNATION.COM AND DOWNLOAD AN APPLICATION.**

APPLICATION PROCEDURES:

- *3 forms of identification (State ID, Tribal ID and Social Security Card)**
- *Current working contact number**
- *Completed application (partially completed not accepted)**
- *Release of Information form completed**
- *Full Resume**
- *Letter of Intent/Cover Letter**
- *Reference letters, 2 professional AND/OR 2 personal references**
- *Tribal enrollment verification (*if claiming Indian Preference)**

Submit applications and resumes to the following address:

**Santee Sioux Nation, Office of Human Resources
Attention: Sidney A. Tuttle, Sr., HRD
425 Frazier Ave. N. Suite 2
Niobrara, NE 68760-7219**



03/06/2026

APPROVED

DATE



**Sidney A. Tuttle, Sr.,
Human Resource Director
Santee Sioux Nation**