



**LAC COURTE OREILLES  
COMMUNITY HEALTH CENTER**  
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

**Telephone: 715-638-5100**  
**Administration Fax: 715-634-6107**  
**Medical Records Fax: 715-634-2740**

**Position:** Dental Assistant

**Location:** Lac Courte Oreilles Community Health Center

**Salary Range:** \$20.00 -\$25.00 depending on experience and certifications

**Hours:** Monday – Friday 8:00 am – 4:30 pm

**Posting Date:** 06/07/2024

**Closing Date:** 06/20/2024

**Description of Position:**

The Dental Assistant is a member of the dental team whose primary responsibility is to assist the dentist in providing professional dental patient care. The Dental Assistant prepares patients before dental treatments, assists in procedures, and is responsible for obtaining and keeping records.

**Qualifications:**

- High School diploma or GED required
- Certified Dental Assistant from an accredited school preferred
- 2 years Dental Assistant Experience preferred
- Will consider on the job training for the right candidate
- Knowledge of Dentrix office management software preferred
- X-ray certification preferred
- Pays attention to detail, positive customer service skills, effective teamwork skills and proactive attitude are a must.
- Knowledge of the dental assisting state statutes and codes.
- Excellent written and oral communication skills.
- CPR Certified
- Must be able to pass a background check
- Must pass pre-employment and random drug testing
- Completed Hepatitis B series
- Mantoux TB test current
- Valid WI Driver's License

- Valid vehicle Insurance
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.

### **Major Duties and Responsibilities:**

1. Greet patients professionally and cordially.
2. Familiarize self with each patient and their scheduled treatment in order to be fully prepared to assist the doctor or hygienist.
3. Assist the Doctor or hygienist in all procedures and work as a productive team member. Assists the dentist(s) chair side in procedures and anticipate the dentist's needs at each stage of the treatment procedure by passing instruments, medications, and materials. Actively participate in the treatment procedure by retracting tissue, tongue, and cheeks. Keep the area of operation clear and visible by removal of saliva and oral debris in the patient's mouth by the use of oral evacuation suction tip. Use knowledge of standardized dental procedures in general dentistry to make preparations for and provide chair side assistance successful. Assist hygienists with seating patients, recording probing depths, and taking radiographs.
4. Take radiographic images as directed by the dentist.
5. Take blood pressure for all patients at each visit.
6. Assist patient in completing a medical history form, review and update patient medical history in Dentrax dental software.
7. Chart all appropriate data of patient during exam and treatment into Dentrax software.
8. Help management of patient flow by:
  - a. Seating each patient on time as scheduled and seeing to their comfort.
  - b. Staying with the patient until doctor arrives.
  - c. Having all equipment prepared and ready to use before doctor enters the room.
  - d. Having the room fully prepared for treatment.
  - e. Routing the patient to the appropriate person (reception) after the appointment.
9. Maintain necessary inventory by restocking and seeing that supplies are ordered through the office purchase order system.
10. Perform operatory equipment maintenance through proper cleaning, sterilization, and maintenance of all equipment and instruments.
11. Comply with infection control protocol for autoclaving instruments and clean room for all providers according to the infection control policies.
12. Perform receptionist duties related to scheduling dental appointments: register/check patients in, answer the telephone, update patient information, complete billing in the Dentrax and Intergy software systems, and document the dental visit for proper billing as assigned.
13. Maintain a high level of confidentiality (abide by HIPAA regulations).
14. Cooperate with other health professionals and departments to maintain good working relationships throughout the clinic.
15. Take every opportunity to help educate patients about dentistry and their treatment or procedure.
16. Foster and model a positive empowering attitude towards all patients and staff. Practice friendly, but professional, conversational skills when interacting with the patients and staff.
17. Take a total program approach to all problems and problem solving.
18. Complete paperwork/computer work properly and in a timely manner. Maintain accurate files for patients and quality control.
19. Acknowledge the potential risk of exposure to infectious or contaminated substances such as needles or instruments used in dental treatment.
20. Abide by all clinic policies, regulations, and procedures.
21. Attend and participate in staff meetings.

22. Participate on the Incident Command Team as assigned by management.
23. Be responsible for reporting Adverse Incidents.
24. All other duties assigned by Dental Director.

**Supervision and Guidance:**

The Dental Assistant will work under the direct supervision of the Dental Director with oversight by the Health Director.

**\*Applicants for employment with the Health Center must submit with the application form additional documents including the following:**

**Letter of Interest**

**Resume**

**Credentials**

**Proof of any stated Qualifications**

**Three (3) letters of recommendation**

**Academic transcripts**

**Application Information:**

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center  
Sara Klecan, Human Resources Director  
13380W Trepania Road  
Hayward, Wisconsin 54843  
(715) 638-5132  
(715) 634-6107 FAX  
[sklecan@lcohc.com](mailto:sklecan@lcohc.com)

*The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.*

06/05/2024