



**POSITION GOAL:** Assists the dentist in the full range of dental family practice, in compliance with privacy act and applicable procedures. The Dental Assistant also performs assigned duties with the primary intent and purpose of carrying out the commitments of ANSB, Inc., to the funding agency which support health services activities.

**DUTIES & RESPONSIBILITIES:**

1. Assists the dentist in general practice of dentistry
2. Provides records, appointments, recalls and general office management.
3. Maintains important office record and dental files.
4. Assists dentist in patient charting, screenings provides patient education and follow-up.
5. Takes dental x-rays, develops them and mounts them.
6. Provides clean and safe work place, sterile instruments, and uses protective equipment.
7. Operates, maintains and protects dental equipment
8. Orders and maintains dental supplies.
9. Helps with required dental reports and keep all required records of work.
10. Assists Alamo community members in obtaining dental services
11. Assists with transportation of Alamo clinic clients and official errands
12. Performs other duties as assigned by supervisor.

**SPECIAL CONDITIONS:**

1. This is a child sensitive position subject by law to fingerprinting and a criminal/character background investigation.
2. Pursuant to resolution #R81029, the Employee is authorized by the Board to provide services to non-Indians living within or near the Alamo Navajo community on a fee-for-service or third party payment basis, provided that provision of such service does not interfere with the primary responsibility of the Alamo Navajo Health Center to meet its service obligations to Alamo Navajo community members and other eligible Indian beneficiaries.
3. The Employee is deemed to be an employee of the Federal government while performing work under the Board's Indian Self-Determination Agreement for purposes of Federal Tort Claims Act coverage. This status is not changed by the source of the funds used to pay the Employee's salary and benefits unless the Employee receives additional compensation for performing covered services from anyone other than the Board. The Employee's status for Federal Tort Claims Act purposes is also not affected by the provision of services to non-IHS beneficiaries.
4. The Board's designated tort claim liaison with the Federal government is the Executive Director. Any tort claim (including any proceeding before an administrative agency or court) filed against the Employee or the Board that relates to performance under this employment contract and the Board's Indian Self-Determination Agreement, should be reported immediately by the Employee to the Executive Director so that notification can be made to the Secretary of the Department of Health and Human Services pursuant to 25 Code of Federal Regulations 900.188.

**EVALUATION:** Will be evaluated in accordance with the Alamo Navajo School Board, Inc. policies and procedures.

**Board Approved:** 3/23/2017

**CERTIFICATION**

“I have carefully reviewed the above position description of the qualifications, duties, and responsibilities of this position and certify acceptance of this description as complete and accurate.”

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date