



February 21, 2017

## **DENTAL ASSISTANT**

Minneapolis Indian Health Board is seeking a full-time non-exempt dental assistant who will perform a variety of duties to promote quality dental care for patients in a safe, professional and comfortable environment.

### **Essential Duties:**

- Assist the dentist during dental work using the necessary instruments to complete the treatment plan. This includes sterilizing dental instruments and operating equipment for a dental procedure.
- Document patient history using the electronic health record.
- Remove excess cement from the teeth after the crown is done.
- Assist or prepare the chemicals needed for the dental procedures.
- Operate the dental X-ray machine for assessment of teeth and gums.
- Assist the dentist with applying anesthetics to the area in the mouth for treatment.
- Instruct patients using effective communication techniques on proper dental health and good oral hygiene.
- Complete documentation of the chart as necessary for follow up, prior authorizations, etc.

### **Qualifications:**

- Must be a graduate of an Accredited and/or Minnesota Board-approved program
- Must be a Licensed Dental Assistant in the State of Minnesota.
- Must be able to work in a fast paced environment, work with a diverse staff and patients.

If interested in applying send your resume/cover letter to:

HR Dept.

Indian Health Board

1315E. 24<sup>th</sup> Street

Minneapolis, MN 55404

Email: [cfields@ihb-mpls.org](mailto:cfields@ihb-mpls.org)

Fax: 612-721-7870

Web: [www.indianhealthboard.com](http://www.indianhealthboard.com)

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