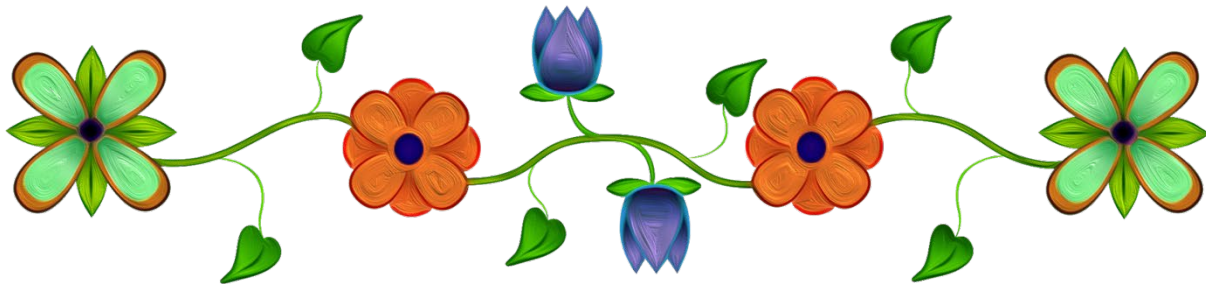


BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS



Bad River Health & Wellness Center

Open Monday-Friday 8am-4pm (Hours Vary by Dept.)

(715) 682-7133

53585 Nokomis Road

Ashland, WI 54806

Job Title: Dental Assistant
Department: HWC- Dental
Hourly Rate: \$19.00-\$22.00/hour DOE
Exempt: No/Hourly
Supervisor: Dental Assistant Supervisor
Posting Date: Public
Opens: 05/26/2026
Closes: Open Until Filled

Job Summary: The Dental Assistant supports the delivery of high-quality, culturally sensitive oral healthcare to Tribal community members. This role works closely with dentists, hygienists, and other healthcare staff to ensure safe, efficient, respectful and patient-centered environment. The Dental assistant maintains patient comfort, prepares treatment areas, and follows all clinical and tribal health protocols. A strong work ethic, professionalism, dependability, and punctuality are required to maintain reliable patient care and support consistent clinic operations.

Essential Duties and Responsibilities include the following. Other duties may be assigned by the Program Manager or the supervisor.

- Provide chairside assistance to dentists during examinations, restorative care, extractions, endodontics, sealants, and other dental treatments.
- Prepare, sterilize, and organize dental instruments and equipment following OSHA and tribal infection-control standards.
- Take and process digital dental radiographs in accordance with state and IHS radiation safety guidance.
- Mix and prepare dental materials (cements, composites, impression materials, medicaments) safely and accurately.

- Apply topical anesthetics, fluoride, and dental sealants as permitted by licensure/certification requirements.
 - Assist in urgent and emergency dental situations following IHS clinical protocols.
 - Chart all appropriate data of patients during exams and treatment.
 - Various other duties assigned
 - Attend and participate as a team member in staffings, meetings, and training sessions.
 - All other duties as assigned by dental director and/or clinic leadership
 - Greet and prepare patients for treatment while maintaining a respectful, culturally aware environment.
 - Obtain and document medical and dental histories, vitals, and consent when required.
 - Educate patients on oral hygiene, routine care, and post-operative instructions.
 - Support trauma-informed care, patient comfort, and communication with elders, youth, and patients with limited access to care.
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- Uphold patient confidentiality and HIPAA compliance at all times Clean, disinfect, and sterilize instruments and treatment areas based on OSHA, CDC, HIPAA, and IHS standards.
 - Maintain proper PPE usage and adherence to bloodborne pathogen procedures.
 - Safely handle sharp instruments, biohazard waste, and sterilization equipment in accordance with clinic protocols.
 - Maintain logs, sterilization documentation, and chain-of-custody procedures per IHS guidance.
 - Participate in outreach, prevention, and education activities such as school screenings, oral health presentations, and community wellness events.
 - Promote culturally appropriate oral health messaging that aligns with IHS goals for prevention and long-term wellness within Tribal communities.

Cultural Sensitivity: This position requires awareness and deep appreciation of tribal traditions, customs, and socioeconomic needs. It requires the ability at all times to meet and deal effectively in contacts with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Required Education and/or Experience

- High school diploma or GED.
- Completion of a dental assisting training program **or** verified equivalent experience.
- Demonstrated dependability, strong work ethic, and consistent punctuality.
- Ability to maintain confidentiality and communicate clearly with patients, staff, and dental providers.

Preferred Education and/or Experience

- Experience working in a Tribal health system, IHS clinic, or community/public health environments.
- CDA or Expanded Function Dental Assistant certification (EFDA)
- Familiarity with electronic health records, preferably Dentrix Enterprise
- Understanding of Tribal community values, traditions , and culturally responsive care practices
- Maintain Valid Drivers License

Other Skills and Abilities:**Required:**

- Ability to maintain strict compliance with Privacy Act requirements and Confidentiality Policy
- Ability to maintain confidential client records and obtain properly signed releases as necessary
- Cultural humility and respect for Tribal traditions and community relationships.
- Reliable, punctual, and responsible work habits.
- Strong interpersonal skills and ability to provide compassionate, patient-centered care.
- Attention to detail in clinical protocols and patient documentation.
- Ability to work in a team-based environment with dental and medical staff.
- Flexibility to support changing patient volumes and clinic priorities.

Background Check:

- This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.
- Required driver check, to meet eligibility for Tribal Insurance.
- This position is contingent on the ability to pass the required pre-employment drug test.

Language Skills:

- Strong oral and written communication skills
- Maintain strict compliance with Privacy Act requirements and Confidentiality Policy.

Reasoning Ability:

Good interpersonal skills and ability to work with individuals and families with objectivity and courtesy. Ability to deal with difficult clients and maintain a professional attitude. Must be able to multi-task and have excellent customer service skills.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. Ability to stand, sit, bend, and walk for prolonged periods. Manual dexterity to safely operate dental equipment and instruments. Ability to lift up to 30 lbs as needed (supplies, equipment).

Work Environment: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud. Clinical dental setting with exposure to disinfectants, radiographic equipment, dental instruments, and biological hazards. PPE required in accordance with OSHA, CDC, and IHS guidance.

Additional Requirements Successful completion of a background check. Compliance with tribal polices, codes of conduct and employee health standards including immunization requirements.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

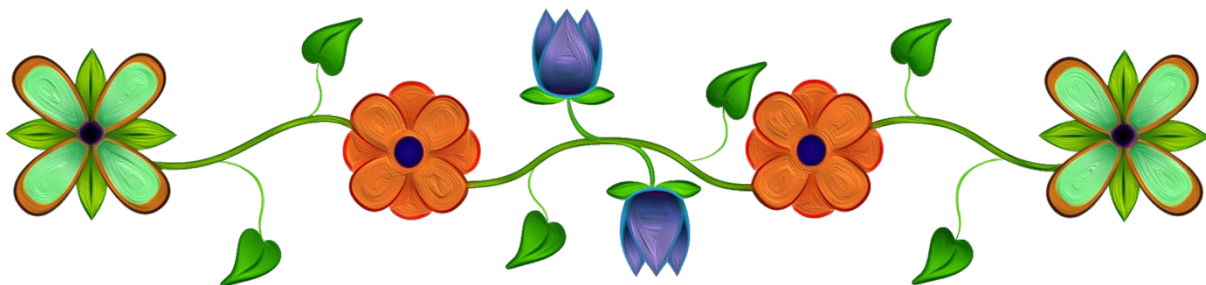
Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>



Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov

darcie.powless@badriverhwc.com

a.connors@badriverhwc.com