# Muscogee (Creek) Nation Department of Health

**Human Resources**
**P.O. Box 1118**
**Okmulgee, OK 74447**

**POSITION:** Dental Assistant-Koweta
**VACANCY ANNOUNCEMENT**: CN-22-309

**STARTING SALARY:** Negotiable
**CLOSING DATE:** Open Until Filled

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The Muscogee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscogee (Creek) Nation. MCNDH is an integrated system of six health centers, an Express Care Clinic, two hospitals, a physical rehabilitation center and nine comprehensive community health programs offering services across the lifespan including pediatrics, family medicine, nursing, dental, laboratory, radiology, pharmacy, behavioral health, emergency medical, audiology, nutrition, physical therapy and optometry.

**DESCRIPTION OF ASSIGNMENT:** The purpose of the position is to provide a variety of clerical, housekeeping, and clinical functions, which aid the dental team in the performance of their assigned duties. This assistant benefits the designated population through providing adequate dental services. This position is located at the Koweta Indian Health Center in Coweta, OK.

**REQUIREMENTS:** Candidates must meet the following requirements:
High School Diploma or GED equivalent is required. One (1) year of relevant experience as a dental assistant is recommended but not required. Dental Assistant permit required or have the ability to obtain an Oklahoma State Board of Dentistry assistant permit.
**It is the policy of MCNDH for all employees to comply with the COVID-19 vaccination program.**

**EVALUATION METHODS:** Applicants who meet the requirements described above will be evaluated to determine the extent to which they possess or have the potential to acquire knowledge, skills, abilities and personal characteristics, (KSAP's) required of this position. Applicants should address the following KSAP's on a separate attachment to their application.

1. Knowledge of the proper techniques for caring for all dental equipment and instruments as well as their proper sterilization and storage.
2. Knowledge of instruments and materials used in routine dental procedures.
3. Knowledge of dental terminology and record keeping to accurately record dental treatment information.
4. Knowledge of sterilization techniques.
5. Ability to pass dental instruments and materials and operate oral suction and retraction instruments while assisting with dental procedures.
6. Knowledge of steps and techniques required for the placement of sealants on teeth.
7. Knowledge and skill in tooth isolation techniques required to maintain a dry field for placement of restorations and sealants.
8. Knowledge of procedures for appointing and routing patients for dental treatment, for ordering supplies and requesting dental laboratory services.

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**APPLICATION PROCEDURES:** Apply online at www.creekhealth.org. (Current employees must use a transfer request form available on the intranet home page under forms). The KSAP's as outlined in the Evaluation Methods section should be addressed, but not required. For further information, call Jeremy Smith at (918) 762-0302. The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

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Staffing Coordinator Date