



**Human Resources**  
**P.O. Box 400**  
**Okmulgee, OK 74447**

**POSITION:** Dental Assistant Supervisor-Koweta  
**VACANCY ANNOUNCEMENT:** CN-21-244

**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.

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**DESCRIPTION OF ASSIGNMENT:** The purpose of this position is to supervise dental assistant staff in a variety of clerical, housekeeping, and clinical functions, which aids the dental teams in the performance of their assigned duties. The dental assistant supervisor benefits the designated population through providing adequate supervisory skills and dental services. Incumbent is supervised by the dentist who is designated as the dental clinic supervisor. This position is located at the Koweta Indian Health Center in Coweta, OK.

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**REQUIREMENTS:** Candidates must meet the following requirements:

High School Diploma or GED equivalent is required. A minimum of three (3) years of experience as a dental assistant. Completion of training from an accredited school as a Dental Assistant and/or certificates of training received from the Oklahoma State Board of Dentistry or IHS is preferred. DANB Certified Dental Assistant Certificate is preferred.

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**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 to care 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
9. Knowledge of ordering supplies and requesting dental laboratory services.

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**APPLICATION PROCEDURES:** Apply online at [Department of Health Application](#).(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 are not required. For further information, call Jeremy Smith at (918) 732-7828. 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