

Licensed Dental Assistant



Pine Technical &
Community College
Community Job Board

COMPANY NAME

Mille Lacs Band of Ojibwe , Onamia, MN

DESCRIPTION

The Dental Assistant supports the delivery of dental care by assisting dentists with patient treatment, clinical procedures, radiographs, recordkeeping, and patient education. Responsibilities include chairside assistance during examinations and treatments, taking and documenting vital signs, exposing diagnostic radiographs, obtaining impressions, applying sealants and topical medications, fabricating and adjusting temporary restorations, and maintaining accurate patient records. The role also involves preparing treatment areas, handling dental equipment, supporting infection control procedures, and educating patients on proper oral health care. Dental Assistants may perform preventive and restorative support functions within their licensed scope of practice and help ensure efficient clinic operations. Strong communication, attention to detail, confidentiality, and the ability to work effectively with patients and healthcare team members are essential. Employment is contingent upon successful completion of a background check and drug and alcohol screening. Native American preference applies.

QUALIFICATIONS

- High school diploma or GED required.
- Two-year Dental Assisting degree or equivalent training.
- 0–3 years of experience as a Dental Assistant.
- Current Minnesota Dental Assistant license.
- Nitrous Oxide certification required.
- Bond removal with rotary instruments certification preferred.
- Knowledge of dental disease prevention, prophylaxis procedures, and public health dentistry.
- Ability to stay current with dental regulations, standards, and procedures.
- Skilled in patient education, radiography, recordkeeping, and report preparation.
- Experience with data entry, computer systems, and Dentrix/EHR software preferred.
- Knowledge of patient eligibility verification and front-office procedures preferred.
- Skilled in the use, care, and maintenance of dental equipment.
- Strong communication, organizational, and confidentiality skills.
- Ability to work effectively with patients, families, and coworkers.
- Experience with and sensitivity to Native American culture preferred.
- Valid driver's license and eligibility under Mille Lacs Band driver's insurance policy.
- Must pass a background check and pre-employment drug and alcohol screening.

CONTACT INFORMATION

Mille Lacs Band of Ojibwe HR Generalist
hr@millelacsband.com

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