

ONEIDA TRIBE OF INDIANS OF WISCONSIN
Human Resource Development Department

Location:
2630 West Mason Street
Green Bay, WI 54303

Mailing Address:
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
<http://hrd.oneidanation.org>

Fax: (920) 496-7911
Job Line: 1-800-236-7050



JOB DESCRIPTION

POSITION: Dental Assistant

POSITION NUMBER: 00000

DEPARTMENT: Oneida Community Health Center - Dental

LOCATION: 525 Airport Rd Oneida WI

DIVISION: Comprehensive Health

RESPONSIBLE TO: Administrative Supervisor

SALARY: (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)

ISSUING DATE: July 3, 2007

CLOSING DATE: On Going Recruitment

Proposed Start Date: Applicants will be placed on a pool and notified as positions become available

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

APPLICATIONS MUST BE SUBMITTED TO:

HUMAN RESOURCE DEPARTMENT
2630 WEST MASON STREET
GREEN BAY WI 54303

OR MAIL TO:

HUMAN RESOURCE DEPARTMENT
P O BOX 365
ONEIDA WI 54155-0365

POSITION SUMMARY: Incumbent will assist the Dentist in all phases of general dentistry and practice advanced expanded function techniques. Prior to hiring this position has the potential to be placed an advanced leveled Dental Assistant based on education, experience and/or certification. This is a non-exempt position and reports to the Administrative Supervisor. Continuation of this position is contingent upon funding allocations.

SUBMIT YOUR APPLICATION IF YOU HAVE ENTRY LEVEL OR ABOVE QUALIFICATIONS:

ENTRY LEVEL:

1. High School Diploma, HSED Diploma or GED Certification is required. Applicants age 50 and older are exempt from this requirement. **(MUST PROVIDE A COPY OF DIPLOMA, LICENSE, DEGREE OR CERTIFICATION UPON EMPLOYMENT.)**
2. Dental Assistant Diploma or one (1) year of on the job training as a Dental Assistant is required.
3. CPR Certification is required and renewed yearly during employment.

SENIOR LEVEL:

1. High School Diploma, HSED Diploma or GED Certification is required. Applicants age 50 and older are exempt from this requirement. **(MUST PROVIDE A COPY OF DIPLOMA, LICENSE, DEGREE OR CERTIFICATION UPON EMPLOYMENT.)**
2. Must possess an IHS Expanded Functions Certificate for Advances Restorative Dentistry.
3. A Dental Assistant Diploma and ten (10) years previous of documented experience working as a chair-side Dental Assisting is required.
4. CPR Certification is required and must be renewed yearly during employment.

Standard Qualifications:

1. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
2. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.
3. A valid driver's license, reliable transportation and insurance are required. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state drivers license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain drivers' eligibility as a condition
5. All other qualifications will be according to the appropriate job description selected at time of screening.