



PYRAMID LAKE PAIUTE TRIBE

PO BOX 256
NIXON, NEVADA 89424

JOB ANNOUNCEMENT

JA26-006

CERTIFIED DENTAL ASSISTANT

Pyramid Lake Tribal Health Clinic, Nixon, NV
\$20.55-\$22.66 hr. Regular, Full-Time, Non-Exempt
Class Code: 381, Grade 15 Step 1-3; DOE

Date Posted: 02/09/2026

OPEN UNTIL FILLED

DEFINITION:

Under the direct supervision of the dentist, the Certified Dental Assistant is responsible for providing a variety of dental assisting, clerical, and housekeeping functions that aid the dental team in the performance of their assigned duties.

DUTIES & RESPONSIBILITIES:

Assist the dentist in providing chair-side assistance during all routine dental procedures.

Seat patient, sets up proper instruments for dental procedures and accurately records examination findings in patient records, including electronic dental records.

Take preliminary impressions for study models, pour and trim models under direct supervision of the dentist.

Remove sutures, place surgical gauze following extractions. Place and remove rubber dam.

Assist with office duties, schedule and confirm appointments, receive patients, keep treatment records, monitor daily supplies for restocking.

Review patients' medical history, medications, and proper patient identifiers.

Responsible for cleaning, sharpening, packaging and sterilization procedures on all dental equipment, instruments using autoclave according to infection control standards. Places instruments in their proper storage when not in use.

Correctly expose, process and mount film and digital intra and extra-oral radiographs.

Provide those aspects of dental prophylaxis that require the use of a toothbrush and/or rubber cup for coronal polishing, removal of soft debris and application of topical fluoride treatment.

Place pit and fissure sealants under direct supervision of the dentist. Properly store supplies and replenish when necessary.

Relay to patient post-treatment instructions as well as motivating and instructing the patient in proper home care and disease prevention techniques.

Provide community outreach and providing dental health education about tooth care and diet to the community.

Maintain a sterile and clean working environment according to Infection Control Standards. Provide routine maintenance on all dental equipment.

Performs other duties as assigned.

381-Certified Dental Assistant

MINIMUM QUALIFICATIONS:

Knowledge of dental assistance procedures and processes.

Knowledge of all aspects of dental operations, including computers, office machines, dental equipment, and knowledge of Intergy EHR and Electronic Dental Record.

Knowledge of current health care industry Privacy Act, HIPAA and security requirements.

Knowledge of a tribal community clinical setting or demonstrates the ability to be sensitive to and work with Native American communities.

Skill in providing patient care.

Ability to communicate with the public in all areas.

Ability to complete forms in an orderly and accurate fashion. Willingness to participate in community events such as health fairs, etc.

Assumes the responsibility associated with any expanded duties that may be delegated by the dentist.

Must favorably pass a character background check. Must have a valid Nevada Driver's License.

REQUIRED EXPERIENCE & TRAINING:

Graduated from a fully accredited Dental Assisting program as a Certified Dental Assistant with one (1) year prior experience working as a Certified Dental Assistant. Must be certified in Dental Radiology through graduation from an accredited Dental Assisting program or through on-the-job training within the last year. Must have a current CPR/BLS certificate or be able to take class within the first three months of employment.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, Extension 1119. Also access the Human Resources Department Folder at plpt.nsn.us where you can obtain a application and job announcement.

The Pyramid Lake Paiute Tribe is a drug free workplace. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.

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