

JOB OPENINGS

POSITION OPENING

Position Title: Dental Assistant Trainee
Location: Siletz, Oregon
Supervisor: Dental Officer
Salary: \$20,401 annually

MINIMUM REQUIREMENTS:

Graduation from high school or GED. Experience in working with people, and a strong desire to learn the art of dental assisting. Must be willing to take dental assistant courses to become a certified dental assistant. Ability to explain instructions to patients in a way they would understand. Experience in providing instructions and working with people helpful. Ability to develop and maintain positive working relations with patients, their families, health staff, tribal staff, as well as professional groups. Must possess a valid Oregon driver's license and automobile insurance, and have the use of a personal, reliable mode of transportation.

MAJOR DUTIES: Will be trained in the following: Perform chairside assisting duties that encompass all routine dental procedures in general. Is able to properly record all treatment rendered to patients and accurately retrieve and file dental charts. Responsible for cleaning, sharpening, packaging, and sterilizing all dental instruments and proper storage. Prepares patient and operator for proper dental procedure, including setting up the proper instruments. Responsible for proper exposure, processing and mounting of radiographic films. Ability to perform routine dental laboratory procedures, including pouring and trimming models, constructing custom trays, fabricating base plates and bite rims. Responsible for ordering and maintaining dental supplies and equipment. Explains post treatment instructions to patients. Motivates and instructs patients in proper preventative techniques. Maintains a clean and orderly dental area. Coordinates with the medical records clerk in maintaining dental records.

EVALUATION CRITERIA: The following criteria will be used to identify the best-qualified applicant:

- A. Education D. Work Performance
- B. Experience E. Performance Test
- C. Training F. Interview

HOW TO APPLY: All applicants must submit a Tribal "Application for Employment Form." Applications must be postmarked by the closing

date. TO RECEIVE CREDIT FOR TRAINING OR EDUCATION, DOCUMENTATION MUST BE PROVIDED. If applying for more than one position, separate applications will be required for each position.

OPENING DATE: 6/1/99

CLOSING DATE: 7/2/99

SEND APPLICATIONS TO:

Confederated Tribes of Siletz Indians
Attn: Personnel Officer
P.O. Box 549
Siletz, OR 97380

All persons selected for employment must pass the drug testing procedure described in the Tribe's Personnel Manual before being hired. A valid driver's license will be required by the date of employment. The high school diploma/ GED requirement will be waived for Tribal Elders.

The Tribe's Indian Preference Policy will apply. Tribal government will not discriminate in selection because of race, creed, age, sex, color, national origin, physical handicap, marital status, politics, membership, non-membership in an employee organization.

For more information and Tribal application, call the job line at 541-444-8296 or 1-800-922-1399.

Title: Executive Secretary
Job Location: Siletz Tribal Gaming Commission,
Lincoln City
Supervisor: Commission Chairperson
Salary/Wage: TL8

Job Summary:

- * Performs advanced clerical duties
- * Functions as executive secretary, accounting clerk, purchasing agent, meeting coordinator, and receptionist. Relieves Commission of clerical work and minor administrative detail.

Essential Job Functions:

- * Serves as the executive secretary to Gaming Commission; takes dictation, types business letters and envelopes, and creates/maintains files. Prepares reports as directed.
- * Maintains confidentiality of Commission activities and information.

- * Greets and screens visitors and callers to the Siletz Tribal Gaming Commission.
- * Performs minor accounting/bookkeeping functions for the Gaming Commission.
- * Maintains all departmental procedures, policies and relevant documents in multi-use reference area.
- * Performs clerical duties to include typing, photocopying, faxing and filing.
- * Arranges for maintenance and repairs, attends to "housekeeping" needs by maintaining Commission office in a neat and tidy manner, controls all office/kitchen supplies inventory, and controls all incoming/outgoing mail.
- * Makes travel arrangements, coordinates meetings, and handles all refreshments.
- * Determines office furniture, equipment and supply needs; prepares purchase orders, researches costs, submits for approval, orders and picks up supplies.
- * Serves as contact to various related associations, agencies, or Tribal entities.
- * Sends and distributes incoming faxes, operates copier, and performs other related tasks.
- * Records and submits for approval minutes of regular Commission meetings.
- * Maintains conference room schedule.

Minimum Qualifications:

- * High school diploma or GED; must be proficient at spelling and correct grammatical usage.
- * Three years of administrative experience in progressively more responsible positions.
- * Type 50 wpm net.
- * Ability to take dictation in some form.
- * Computer experience, proficient in word processing and spreadsheets.
- * Compliance with Commission Code of Ethics.

Working Environment:

- * Office setting; regular work schedule. Conditions of employment include passing a pre-employment drug test, successful qualification per background investigation.

Call the Siletz Tribal Gaming Commission at 1-800-789-5189 or 541-996-5497 for more information.