CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE ADDRESS: cskt.org/personnel
E-mail melanie.piedalue@cskt.org

****V A C A N C Y A N N O U N C E M E N T****
RE-ADVERTISED DUE TO SHORTAGE OF APPLICANTS

TITLE: Dental Assistant (1 or more positions)

LOCATION: Tribal Health Department—St. Ignatius, Polson, MT

SALARY: Negotiable, will be employed under a temporary employment agreement

CLOSING DATE: Monday, December 7, 2026, at 5:30 p.m. (MST)

SPECIAL CONDITIONS:

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test, subject to random testing thereafter, and serve a mandatory six (6) month probationary period.**

The Dental Assistant is responsible for assisting the staff dentist in providing dental services for beneficiaries on the Flathead Indian Reservation. Specific duties include, but are not limited to:

- Provides four-handed chair side assistance to the dentist in all treatment procedures.
- Positions chair and prepares patient for treatment of radiographs, takes radiographs.
- Prepares dental materials and provides proper instruments to the dentist during procedures.
- Places and removes rubber dam, matrix bands and wedges.
- Prepares simple metal and/or acrylic appliances.
- Takes preliminary impressions for models and constructs impression trays.
- Polishes dentures and partials.
- Interviews patients and documents medical history, secures signed patient consent forms.
- Relays to patient instructions from dentist for all types of post-treatment care, including specialized instructions for post-surgery patients.
- Prepares tissue specimens for sending to pathology lab.

- Keeps mouth clear of saliva and blood by manipulating syringes and suction equipment.
- Restores teeth prepared by dentist: places cavity bases and liners in prepared tooth, places matrix bands and edges when required, places condenses, carves and finishes simple amalgam restorations (such as those not requiring retentive pins or cusp replacement), places, compresses and finishes synthetic single surface anterior restorations, places and contours temporary restorations.
- Works with the diabetic program to promote oral health and prevent oral disease in diabetics.
- Instructs patients in dental hygiene including proper methods of brushing and flossing.
- Perform Prophylaxis, including the removal of supra and sub gingival plaque and
- calculus using hand scalers and ultrasonic techniques.
- During oral surgery, clips sutures and observes necessary aseptic precautions. Alerts dentist of patient distress symptoms. Guards against sudden unexpected movements of the patient.
- Places Sealants.
- Involvement with community and school based prevention programs.
- Must be able to properly document patient records, identify patient medical conditions requiring special treatment or attention by the dentist.
- Can provide service outside the clinic; if directed, in community education and outreach efforts.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- Certificate of Completion in a Dental Assistant Training Program and/or an AA in a recognized Dental Assistant training Program and/or 3 years' experience.
- Valid Driver's License.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, certifications, licensures
3. Copy of valid driver's license.
4. If claiming Tribal Preference, Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or personnel@cskt.org

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

FOR MORE INFORMATION: Contact Shawn Griffith at THD (406) 675-2700 Ext. #5019