



NVIH POSITION DESCRIPTION

STERILIZATION TECHNICIAN

REPORTS TO: Lead RDA

SUPERVISES: None

POSITION SUMMARY: The Sterilization Technician works directly with and under general supervision of the Lead RDA in providing and managing the sterilization of all dental equipment.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Maintaining the instruments and working areas in strict accordance with sterilization/disinfection protocols.
2. Preparing and arranging instruments, medications and required material.
3. Preparing patients for dental health services and services and instructing them in appropriate post dental treatment, diet and oral hygiene.
4. Promptly following all instructions from the dentist as it pertains to patient treatment.
5. Taking inventory, stocking all supplies, instruments and medications.
6. Performing required laboratory procedures, i.e., pouring plaster models, etc.
7. Using four-handed assisting technique as called upon.
8. Maintaining dental equipment and operatories in good, clean condition at all times.
9. Cross-training in other dental support positions as necessary, i.e., reception, orthodontics, oral surgery.
10. Maintaining personal protection per OSHA guidelines as it pertains to personal safety, i.e., protective clothing, eyewear, gloves.
11. Participating in in-service training, department and general staff meetings and clinics.
12. Other duties as assigned.

EDUCATION, EXPERIENCE, CERTIFICATIONS, AND LICENSES:

1. Possession of a valid State of California Dental X-ray license preferred.
2. High School Diploma or equivalent, GED.
3. Completion of a dental assist training academic program, or 1-2 years experience on-the-job training preferred.
4. Current CPR certification.
5. Must have reliable transportation.
6. Punctuality, accuracy, efficiency and professionalism.

7. Indian Preference. Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code Section 472 & 473). In other than the above, Northern Valley Indian Health, Inc. is an Equal Opportunity Employer.

All NVIH employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the NVIH's policies and procedures as they may from time to time be updated.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate and listen. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee occasionally must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Employment with Northern Valley Indian Health is voluntarily entered into. All NVIH personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by NVIH. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

FLSA STATUS: Non-Exempt

DATE OF LAST REVIEW / REVISION: 01/2008

ASSIGNED SITE: Willows/Red Bluff/Chico/Woodland