



# Native American Rehabilitation Association

Over 250 employees providing culturally responsive services in nine locations  
Human Resources 1776 S. W. Madison Street, Portland, OR | 503-224-1044

## NARA's Hiring: Dental Team

- As a **Dentist**, you love the challenges and joys of your profession. As grueling as dentistry can be, it puts a smile on your face to see the smiles you helped create for others! (
- As a **Dental Assistant**, you love being able to help people smile. You enjoy the variety of duties and the daily opportunities to help others on a person-to-person basis.
- As a **Dental Hygienist**, you're patient and understanding and know how to put people at ease. You are detail-oriented and possess the physical stamina required to excel in your work.

To apply, send cover letter, resume, salary requirements, and how you learned about this job opening to [jobs@naranorthwest.org](mailto:jobs@naranorthwest.org) or fax 503-224-4494.

See full job descriptions (below) plus information on sobriety, compensation, equal opportunity, background, mission, and links to local Native community.

### Clinical Dentist

#### Responsibilities

- Develop and implement integrated system of care for dental services.
- Work collaboratively with all components of NARA.
- Ensure dental programs meet client needs.
- Ensure client utilization of services is appropriate.
- Develop/monitor client outcomes.
- Ensure consultation between all disciplines and external sources.
- Ensure culturally appropriate dental services.
- Maintain relationships with nine federally-recognized Oregon tribes, other tribes across the United States, and other healthcare entities.
- Ensure Native community's involvement in program design and operation.
- Represent NARA as needed.
- Participate in agency events.
- Perform other duties as assigned to fulfill NARA's mission.

#### Qualifications

- Doctor of Dental Medicine degree or Doctor of Dental Surgery degree from accredited university
- Valid license issued by State of Oregon to practice dentistry
- Current Controlled Substance Registration Certificate or eligibility
- Experience: (1) One year of dental clinic or professional work-experience, (2) sobriety: minimum of two years sobriety/clean time if in recovery from chemical dependency, (3) work within Native American/Alaska Native community, a plus
- Abilities: (1) maintain professional boundaries with clients, community, and staff members, (2) work collaboratively with clients, NARA staff, team members and treat everyone with respect and dignity at all times, (3) pass pre-employment criminal background investigation, (4) pass check by Oregon Division of Driver and Motor Vehicles and (5) pass pre-employment or for-cause drug tests

# Dental Assistant

## Responsibilities

- Assist Dentist at chair-side, utilizing basic and expanded function dental-assistant techniques.
- Pass instruments and materials to and retrieve from Dentist.
- Keep area of operation clear using high-speed evacuator, suction tip, and irrigation.
- Retract tissue, tongue, and cheek.
- Maintain aseptic condition during surgical procedure, stabilizing tissue, cutting sutures and checking for signs of patient distress such as fainting or shock.
- Place and remove rubber dam and apply topical fluoride.
- Assist Dentist by operating dental x-ray equipment, taking intraoral and digital radiographs, developing and mounting film, or storing them in appropriate electronic file.
- Complete required sterilization procedures.
- Maintain dental equipment, operatories, and lab sterilization area.
- Package and sterilize instruments.
- Change sterilization and disinfectant solutions according to required schedules.
- Change x-ray solutions and clean developer.
- Clean and lubricate hand-pieces after each use.
- Maintain accurate, electronic patient charts and records.
- Record information as instructed by dental professional.
- Prepare other necessary forms.
- Help compile pre-authorization documents for dental services.
- Provide estimates for co-pays or private pay services.
- Assist clinic professionals with various wellness and community education activities.
- Assist with community screenings.
- Provide instructions on basic dental care or post-operative care as instructed by Dentist.
- Participate in other activities related to dental hygiene education.
- Perform other duties as assigned to fulfill NARA's mission.

## Qualifications

- Graduation from an accredited trade or job skills training in a certified Dental Assistant program
- Current certifications:
  - Dental Assistant
  - Radiology and Infection Control
  - First aid and cardiopulmonary resuscitation (CPR)
  - Expanded Function Dental Auxiliary (EFDA)
  - Sealant certification, preferred
- Minimum of one year of work experience in Dental Assistant position
- Knowledge of disease prevention and basic dental techniques
- Familiarity with Native American cultures, preferred
- Knowledge of various dental instruments, ultrasonic, sterilizer, x-ray machine, and panoramic x-ray machine
- Ability to express or exchange ideas or important instructions orally, accurately, loudly, and quickly
- Manual dexterity in addition to working with whole hand or arm
- Constant and repetitive movement of wrists, hands and/or fingers
- Movement within dental-service area to accomplish tasks
- Ability to remain sedentary for undetermined lengths of time

# Dental Hygienist

## Responsibilities

- Provide patient screening procedures, such as assessment of oral health conditions, review of health history, oral cancer screening, head and neck inspection, dental charting and taking blood pressure and pulse.
- Take and develop dental x-rays.
- Remove calculus and plaque (hard and soft deposits) from all surfaces of teeth.
- Apply preventive materials to teeth (e.g., sealants and fluorides).
- Teach patients appropriate, oral-hygiene strategies to maintain oral health (e.g., tooth brushing, flossing and nutritional counseling).
- Counsel patients about good nutrition and its impact on oral health.
- Make impressions of patients' teeth for study casts.
- Perform documentation and office-management activities as assigned.
- Administer topical and local anesthesia.
- Develop individual, prevention plans for each patient.
- Chart patient, dental records accurately.
- Maintain excellent asepsis and infection control.
- Provide clinical services for mentally ill and/or drug-affected/recovering patients.
- Work in a team environment.
- Perform other duties as assigned to fulfill NARA's mission.

## Qualifications

- Two years' experience as registered dental hygienist
- Associate's or bachelor's degree in Dental Hygiene
- Possession of or ability to obtain appropriate and valid license to practice dental hygiene issued by State of Oregon
- Oregon dental hygiene license including or with the ability to obtain local anesthesia permit
- Current certification for cardiopulmonary resuscitation (CPR) for Healthcare Provider or the ability to obtain certification
- Knowledge of Native American cultures, a plus
- Experience: (1) sobriety: minimum of two years sobriety/clean time if in recovery from chemical dependency, (2) work within Native American/Alaska Native community, a plus
- Abilities: (1) maintain professional boundaries with clients, community, and staff members, (2) work collaboratively with clients, NARA staff, team members and treat everyone with respect and dignity at all times, (3) pass pre-employment criminal background investigation, (4) pass check by Oregon Division of Driver and Motor Vehicles and (5) pass pre-employment or for-cause drug tests

# # #

**Sobriety:** NARA requires sobriety of all its employees with minimum of two years sobriety/clean time for those in recovery. All potential hires are required to pass a pre-employment (post-offer) drug-screen and criminal-background check. Our agency is fully committed to supporting sobriety and – as such – all new hires must agree to model (1) non-drinking behavior, (2) no illicit-drug use and (3) no prescription-drug abuse.

**Compensation:** NARA offers employees a generous benefits-package that includes: (A) insurance: medical, dental, vision, prescription, life, accidental death and dismemberment, short- and long-term disability, (B) separate vacation and sick-day accruals increasing with years of service, (C) 12 holidays including your birthday, (D) flexible spending account, (E) employer-matched 401(k) program, and (F) employee assistance program. Benefits are pro-rated for employees who work an average of 20 or more hours per week.

**Equal-Opportunity and Affirmative-Action Employer:** Veterans/People with Disabilities/ Race/ Ethnicity/ Gender/ Age/ any protected class: Within scope of Indian Preference, all candidates receive equal consideration. Preference in hiring is given to qualified Native Americans in accordance with Indian Preference (Title 25, US CODE, Sections 472 & 473).

**Background:** Since NARA's beginning in 1970, traditional Indian cultures have been an integral part of NARA's services. This commitment has attracted individuals from over 255 tribes to NARA's facilities! NARA's Cultural Director trains and consults staff on cultural competence and provides cultural programming for all clients. NARA also integrates several White Bison curricula including The Medicine Wheel and 12 Steps, Mending Broken Hearts and Understanding the Purpose of Life.

**Mission:** Native American Rehabilitation Association of the Northwest, Inc. (NARA) provides culturally appropriate education, physical- and mental- health services and treatment for substance use disorders to American Indians, Alaska Natives and others in need. Serving the Portland metropolitan area and vicinity, NARA operates a residential family-treatment center, an outpatient treatment center, a child and family services center, a primarily healthcare clinic, several adult and mental health locations, a wellness center, and transitional housing for Native women and children. With over 250 diverse employees, NARA is an Indian-owned, Indian-operated, non-profit organization and a Treatment Center certified by White Bison.

## Portland's Native-American Community

- Travel Portland | Native American Portland | <https://www.travelportland.com/collection/native-american-portland/>
- Metro | "The Roots of Portland's Native American Community" | <https://www.oregonmetro.gov/news/roots-portlands-native-american-community>
- "The Native American Community in Multnomah County" [where Portland is located] | <https://www.portlandoregon.gov/oni/article/505489>
- Multnomah County Library | "Oregon Native American Tribes" | <https://multcolib.org/blog/20160819/oregon-native-americanindian-tribes>
- Portland Indian Leaders Roundtable [See Facebook page for current events.] | <http://www.portlandindianleadersroundtable.org/contributing-organizations.php>
- Portland Public Schools | Indian [and Native Hawaiian] Education Program | <https://www.pps.net/indian-education>

## Portland

- City of Portland | [www.portlandoregon.gov](http://www.portlandoregon.gov)
- Travel Portland | [www.travelportland.com](http://www.travelportland.com)
- Greater Portland | [www.greaterportlandinc.com](http://www.greaterportlandinc.com)

We are mission-driven and spirit-led.  
Check out our website: [www.naranorthwest.org](http://www.naranorthwest.org).