



## **JOB DESCRIPTION**

**JOB TITLE:** Sterilization Technician  
**REPORTS TO:** Lead RDAEFII  
**DEPARTMENT:** Dental  
**LOCATION:** Rolling Hills Clinic (RHC)  
2540 Sister Mary Columba Drive, Red Bluff, CA 96080  
**STATUS:** Full-time, 100% FTE, Non-Exempt

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*Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the **Indian Preference Act (Title 25, US Code, Section 472 and 473)**. Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.*

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### **POSITION SUMMARY**

The Sterilization Technician will organize and maintain dental instruments in working areas in strict accordance with sterilization/disinfection protocols. The Sterilization Tech will also perform as a circulating assistant in chairside dental procedures, under the direction of the Lead RDAEFII. The Sterilization Tech will perform limited dentistry procedures, clinic infection control procedures, cleaning and sterilization of instruments, tray setup and materials. This position will be required travel between Rolling Hills Clinic sites to help fill temporary staffing vacancies and/or shortages.

### **ESSENTIAL JOB FUNCTIONS**

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 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. Break down, clean and set up operatories as needed to assist the dental assistants.
10. Cross-training in other dental support positions as necessary, i.e., reception, orthodontics, oral surgery.
11. Participating in in-service training, department and general staff meetings and clinics.
12. Perform the following supportive tasks to ensure efficiency of patient flow: clean, sterilize instruments, and set up trays.
13. Familiarity with dental terminology, materials, medications and instruments used during dental procedures.
14. Employee Safety: Safely performs all duties; follows required protective protocols to ensure personal safety as well the safety of others.
15. Must maintain compliance with ergonomic safety standards; be mindful of posture and regularly practice ergonomic stretches.
16. Safety: Responsible for ensuring that all duties, responsibilities and operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.



17. Safety: Take appropriate corrective actions to address matters pertaining to employee health and safety that have been brought to their attention.
18. Other duties as assigned by Supervisor.

### **MINIMUM QUALIFICATIONS**

1. Must have a High School Diploma or equivalent.
2. Must have a current BLS CPR Certification.
3. One year of experience as Dental Assistant or equivalent of Dental Assistant Training program.
4. Must have a Valid California driver's license and proof of personal liability automobile insurance as required by California state law.
5. Must be familiar with dental terminology, materials, medications and instruments used during dental procedures

### **PREFERRED QUALIFICATIONS**

1. One year of experience in a clinic environment.
2. Bilingual in Spanish.

**NOTE TO APPLICANTS:** Please be advised a post job offer, pre-employment Drug Testing, Physical and TB test are required as a condition of employment. Additionally, you may be asked to get a Department of Justice Fingerprinting clearance as a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at Rolling Hills Clinic.

### **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. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

### **WORK ENVIRONMENT:**

Work is performed in a health clinic setting. The noise level in the work environment is usually low to moderate. Will work with blood-borne pathogens and will require OSHA training. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Employment with Rolling Hills Clinic is voluntarily entered into. All RHC personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by RHC. 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. The job description does not constitute an employment agreement between Rolling Hills Clinic and employee and is subject to change by the Paskenta Band of Nomlaki Indians.*