

KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

2025 TRIBAL COUNCIL

ROBERT "R.D." CURTIS, JR., President
EVERETT EKDAHL, JR., Vice President
SAM LOONSFOOT, Secretary
ELIZABETH "LIZ" JULIO, Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

DOREEN G. BLAKER
SUE ELLEN "SUZIE" ELMBLAD
DALE F. GOODREAU
JEREMY T. HEBERT
RODNEY LOONSFOOT
TONY LOONSFOOT
TONI J. MINTON

DENTAL HYGIENIST

1 full-time, Exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current Resume'
- ☐ Personal Statement/Cover Letter
- ☐ Copy of current Dental Hygienist license
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Health & Human Services
- ☐ College Transcripts
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4175 or 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION:

DENTAL HYGIENIST

1 full-time, Exempt position

LOCATION:

KBIC Department of Health and Human Services -- Dental Clinic
102 Superior Ave.
Baraga, Michigan, 49908

SUPERVISORY CONTROL: Dentist

SALARY:

Negotiable

QUALIFICATIONS:

- Associate degree in Dental Hygiene required.
- Must be a registered Dental Hygienist, current Michigan Licensure preferred.
- Must have basic computer skills.
- Previous experience working in a dental office/clinic as a Dental Hygienist.
- Maintains strict confidentiality in accordance with the standards of Indian Health Services and the Health Insurance Portability and Accountability Act.
- Knowledge and experience working with the Native American culture and lifeways preferred.
- Must have a valid, unrestricted Driver's License and be insurable to operate KBIC fleet vehicles.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background check, pre-employment drug testing (including THC) and physical.

INDIAN PREFERENCE: Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference will also be given to qualified Veterans (need DD214).

DUTIES AND RESPONSIBILITIES:

1. The incumbent is responsible for performing advanced prophylactic and preventative dental procedures in the treatment of patients with related medical and dental problems. Completes preliminary dental examinations on new dental service patients.
2. Reviews patient's medical and dental history for evidence of past and present conditions such as medical illnesses and use of drugs which may complicate or alter dental hygiene treatment.

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3. Examines the head, neck and oral cavity for evidence of disease that may require additional medical treatment by a proper medical provider.
4. Expose, process and interpret routine x-rays to identify tooth structures, calculus, and abnormalities such as cavities, traumatic occlusion and suspicious lesions.
5. Prepares dental hygiene treatment plans for the patient including an assessment, type of oral hygiene treatment required, and the sequence of appointments needed to complete treatment.
6. Performs a complete oral prophylaxis on ambulatory and non-ambulatory patients
7. Provides non-surgical periodontal therapy by performing deep subgingival scaling, root planing and curettage utilizing adequate pain control followed up with individualized periodontal maintenance reappointment schedule.
8. Polishes the coronal portion of the teeth, applies fluorides for hypersensitivity and caries prevention.
9. Provides patient education in oral hygiene techniques and self-care programs to prevent disease.
10. Provide nutritional counseling as it relates to oral hygiene.
11. May be required to apply dental sealants.
12. Manage difficult or emotional customer situations.
13. Maintain an active patient recall system to include follow up to check if patients have completed restorative treatment.
14. Take impressions for study models and mouth guards and fabricate mouth guards.
15. Utilize universal precautions and practice infection control protocols.
16. Maintain OSHA records to include current MSDS.
17. Schedule patients when receptionist is out of the office.
18. Maintain a working knowledge of the dental aspect of RPMS.
19. Earn required continuing education credits to maintain Michigan licensure.
20. Records oral conditions of the teeth and surrounding tissues, progress and therapy notes, appointments, and the number of patients treated and type of treatment administered; prepares billing slips, including coding.
21. Provide oral screenings for Head Start students.
22. May be required to travel for training.
23. Other duties as assigned by supervisor.

BASIC REQUIREMENTS:

Performing oral prophylaxis in cases of acute gingivitis and periodontal diseases requiring the use of a variety of scalers and ultrasound equipment; performing deep scaling, root planning, and subgingival curettage; taking intraoral radiographs and impressions; placing temporary fillings as necessary, placing and removing rubber dams; planning dental hygiene treatment and series of appointments needed to complete treatment; providing individual oral hygiene instructions to patients.

SPECIALIZED EXPERIENCE:

Experience in dental hygiene or in a directly related kind of work which has demonstrated that the applicant possesses the knowledge, skills, and abilities to perform fully the work of the position to be filled. Examples of work which are considered specialized experience include:


1. Preparing and conducting educational lectures and demonstrations on dental hygiene.

2. Planning and developing public health type programs of broad scope, e.g., for varying age groups and type of audiences.
3. Other experience in performing the duties of a community health dental hygienist as described in the "Duties and Responsibilities" on previous page.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: December 18, 2025

Closing Date: January 20, 2026 at 4:00pm or until filled

TERO Approval: 
Date: 12/18/2025
Reviewed for Barriers only!