

# MACT HEALTH BOARD, INC.

## JOB DESCRIPTION

POSITION TITLE: STERILIZATION TECHNICIAN  
STATUS: NON EXEMPT  
DEPARTMENT: DENTAL  
SUPERVISOR: DENTAL DIRECTOR  
REPORTS TO LEAD RDA  
SALARY RANGE: MPS 5

### **POSITION SUMMARY**

This is a general statement of duties and responsibilities for the position of Sterilization Technician who will work under close supervision of the Dentist and RDA.

### **PRIMARY RESPONSIBILITIES**

1. Clean and sanitize operatories.
2. Scrubs, bags and sterilizes instruments according to the protocol designated for each type of instrument or material.
3. Sets up operatories according to the type of procedure to be performed.
4. Maintains a clean or sterile environment in the dental clinic.
5. Washes non-disposable protective clothing and towels.
6. Stock operatories.
7. Open, check and stock items as they come in from the vendors.
8. Cold and steam sterilization of instrumentation.
9. Maintain a clean laboratory.
10. Perform biological monitoring and keep log.
11. Date and batch each sterilized package.
12. Monitor batch log.
13. Use ultrasonic.
14. Clean and monitor equipment.
15. Lubricate high speed and contra-angle hand pieces.
16. Tray setups.
17. Biohazard waste management – bagging, maintaining and disposal.
18. Disposing of sharps.
19. Banding and coding instruments.
20. Tracking broken or non-usable instruments for re-order.
21. Attend and participate in monthly staff meetings.
22. Other duties pertaining to the welfare of the dental department as requested by the dental director.
23. Perform chairside assisting as needed.
24. Keep the lab clean.
25. Box and mail out lab cases as needed.
26. Cross train in other areas as needed in the dental department and perform those duties as needed by the dental director.
27. Maintain confidentiality.
28. Participates in outreach events as needed.

### **PHYSICAL REQUIREMENTS**

This position requires long periods of standing and bending over while working.

### **REQUIRED QUALIFICATIONS**

1. Must have a high school diploma or equivalency (GED).
2. Must be punctual and dependable.
3. Must have excellent interpersonal skills.

### **MANDATORY REQUIREMENTS**

1. Must pass an Occupational Health Screening.
2. Must pass a drug screening.
3. Must possess a valid form of identification as listed on the U.S. Department of Justice I-9 form.
4. The position requires an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs; and the ability at all times to meet and deal effectively in contacts with Indian health and tribal organizations, which requires tact, courtesy, discretion, resourcefulness and good judgment in handling functions of a sensitive nature.

**DISCLAIMER:** Preference is given to qualified American Indian applicants in accordance with the Indian Preference Act of 1934 (Title 25, USC Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian certification by tribe affiliation or other acceptable documentation of Indian heritage. Within the scope of Indian Preference, all candidates will receive equal consideration without regard to race, color, gender, religion, national origin or other non-merit factors.