

**LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.**  
**JOB DESCRIPTION**

**TITLE: STERILIZATION TECHNICIAN**  
**DEPARTMENT: DENTAL**  
**SUPERVISOR: BACK OFFICE MANAGER**  
**CLASSIFICATION: FULL TIME NON-EXEMPT**

**POSITION SUMMARY:**

Maintain a standard of sterility in the dental department with regards to instruments, operatories, laboratory, storage room and all other areas of the department.

**ESSENTIAL JOB FUNCTIONS:**

- Clean and sanitize operatories
- Scrubs, bags and sterilizes instruments according to the protocol designated for each type of instrument or material
- Sets up operatories according to the type of procedure to be performed
- Maintains a clean or sterile environment in the dental clinic
- Washes non-disposable protective ware and towels
- Stock operatories
- Cold and steam sterilization of instrumentation
- Maintain a clean laboratory
- Perform biological monitoring and keep log
- Date and batch each sterilized package
- Monitor batch log
- Use ultrasonic
- Clean and monitor equipment
- Lubricate high speed and contra-angle hand pieces
- Tray setups
- Biohazard waste management-bagging, maintaining and disposal
- Disposing of sharps
- Banding and coding instruments
- Tracking broken or non-usable instruments for re-order
- Attend and participate in monthly staff meetings other duties pertaining to the welfare of the dental department as requested by the dental director

**EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

- High School diploma or GED
- CA driver's license
- Hepatitis A and B vaccinations or proof that not required
- Prior experience preferred
- Excellent interpersonal skills

**All LCTHC 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 LCTHC policies and procedures as they may from time to time be updated.

**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. Sitting / Mobility: Approximately 30% of time is spent working at a desk. Balance of time (approximately 70%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Vision: Ability to view x-ray, dental records, effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing no more than 25 pounds. Stooping / Kneeling: Ability to access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to use hands to finger, handle, or feel; reach with hands and arms, input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard dental instruments and equipment, including dental x-ray, office equipment, computer, telephone, calculator, copiers, and fax. Work is performed in a dental office/clinic environment; continuous contact with other staff and the public.

**INDIAN PREFERENCE:** Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:** LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

**HIPAA Health Insurance Portability and Accountability:**

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

***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.*

**Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.**

I have read and understand all aspects of this job description

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Dept. Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Signature

\_\_\_\_\_  
Date