



ALASKA NATIVE TRIBAL HEALTH CONSORTIUM
Office of Human Resources
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Alaska Dental Therapy Educational Program (ADTEP) Student	
Approved Date:	
Job Code: ADTEP Student	

JOB SUMMARY: The Alaska Dental Therapist Educational Program (ADTEP) is a two calendar year program based in Alaska, which seeks students who are culturally sensitive and motivated to make a difference in Alaskan Native and American Indian communities. ADTEP Students learn the skills needed to become certified Dental Health Aide Therapists (DHAT). Students can obtain Tribal Health Organization (THO) sponsorship from participating organizations as part of the admissions process. Tribal sponsorship guarantees employment upon successful completion of the 2 calendar year Alaska based program. It is through our THO Sponsorships, Ilisagvik College, and funding from ANTHC, Rasmuson Foundation and the W.K. Kellogg Foundation that make this program possible. The benefits of being a Tribally sponsored student may include: guaranteed employment upon successful completion of two calendar year program, no upfront tuition costs, stipends to help with monthly living costs and travel assistance through sponsoring THO and/or ADTEP.

***ICPA** – Should be established and documented in the Recruiting Bulletin based on the expected contacts required of the individual position.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

ADTEP Students are required to enroll as an Associate Degree candidate through Ilisagvik College and to participate in and pass all ADTEP courses and clinical rotations. Participation is full time. Students with prior post-secondary education credits can apply for transfer credits; however, participation in the two calendar year program is required. Hours are Monday-Friday 8:30 AM to 5:00 PM with one-hour lunch break. Some work outside of standard hours is necessary to complete assignments and clinical work. Breaks are built into the course schedule. Participation in lecture and completion of all assignments on time is considered in assigning course grades. Full-time attendance is required during the school year.

Additional duties/student work:

Assists program staff in maintenance of dental clinic: ordering supplies, cleaning, infection control and equipment maintenance. Participate in continuing education and professionalism courses as necessary.

Provide patient care in structured learning environment under supervision of an ADTEP Instructor. Provide chairside dental assisting to peers.

Remote village field travel by small aircraft to participate in community projects at assigned times throughout the school year is required.

(PLEASE REVIEW BULLETIN ATTACHED)

KNOWLEDGE and SKILLS

- Knowledge of customer service concepts and practices.
- Knowledge of computers and comfortable with their use, familiarity with standard Microsoft office suite

- of applications.
- Skill in strong communication, verbal and written.
 - Skill in problem solving.

MINIMUM EDUCATION QUALIFICATION:

High school diploma or GED.

MINIMUM EXPERIENCE QUALIFICATION:

None

PREFERRED EXPERIENCE QUALIFICATION:

Prior health care work experience is preferred. Experience in a Tribal Health System is preferred. Preferred bi-lingual American Indian or Alaska Native speaker. Prior experience living and working in remote communities in Alaska Native or American Indian Communities. Knowledge of Alaska Native and American Indian culture(s).

ADDITIONAL REQUIREMENTS

Must satisfy applicable criminal background and character standards, and pass mandatory drug screening. Any positive drug tests will result in immediate dismissal from the ADTEP. Must abide by ANTHC and Tribal Sponsors (if any) drug policy as a student in the ADTEP.

MINIMUM PHYSICAL REQUIREMENTS

The following demands are representative of those that must be met by an ADTEP student to successfully perform the essential functions of this job: Must be able to lift approximately 50 pounds. Must be able to sit and stand for prolonged periods. ANMC/ADTEP is not a latex free environment; therefore, some latex exposure can be expected.

This ADTEP student job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.