



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 119-20

OPENING DATE: 07/16/2020

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Dental Assistant
PAY GRADE: NE5 (\$15.97/hr.-\$21.56/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full-Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health Services
REPORTS TO: Program Manager/Hygienist
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Greets, consults with and explains dental procedures to dental clinic patients. Maintains treatment areas and provides chair side assistance to dentist and hygienist.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Greets patients, coordinates with reception area via computerized patient routing system to ensure timely reception of dental patients.
- Sets up treatment areas and starts computers.
- Provides chair side assistance to dentist.
- Provides patients with instructions on oral hygiene and post-operative care.
- Assists in maintaining dental records including consent forms.
- Takes vital signs and x-rays.
- Cleans and disinfects treatment areas; sterilizes and maintains dental instruments as required.
- Maintains office inventory; orders supplies, receives inventory and stocks rooms.
- Complies with safety rules and regulations, to ensure a safe working environment.
- Assists at front desk as needed.
- Performs other duties as required.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Dental Assistant Certification.
- One year coursework in dental chair side assistance or three years of progressive experience in a dental office with one year of experience in chair side assistance preferred.
- License in Radiology by the State of New Mexico or ability to obtain licensure within 6 months of employment.
- CPR Certification.
- Must be able to pass TB screening.
- Must provide written copy of immunization record prior to employment.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of current dental technology, terminology, dental anatomy, medicines, oral hygiene and preventive dentistry.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of dental appointment care sequencing.
- Knowledge of office functions, procedures, and policies.
- Skill in operating various word-processing, spreadsheets, dental and database software programs.
- Skill in operating ultrasonic and autoclave devices.
- Skill in treating patients with tact, courtesy, and respect.
- Ability to react quickly and make effective decisions in an emergency situation.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

PHYSICAL DEMANDS:

- Work may require assisting with stand-up dentistry on patients unable to move from prone positions.
- Work involves repetitive hand and wrist movements.
- Talk, hear, sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is generally performed in an indoor setting with a moderate noise level.
- Employee may be exposed to unpleasant odors, blood-borne pathogens, radiation and infectious disease.

- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Frequent interaction with the public.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.