



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
**PHONE: (505) 869-7584 FAX: (505) 869-7579**  
**EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

**VACANCY ANNOUNCEMENT**

**POSTING NO: 076-23**

**OPENING DATE: 05/25/2023**

**CLOSING DATE: 06/08/2023**

**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:** Dental Coordinator  
**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 pass background check for position.
- 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.