



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

**POSTING NO: 032-24**

**OPENING DATE: 03/06/2024**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Dentist  
**PAY GRADE:** L4 (\$73.44/hr. - \$110.16/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health Services  
**REPORTS TO:** Dental Coordinator  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Advises on, administers, and performs professional dental services for the prevention, diagnosis, and treatment of disease, injuries and deformities of the teeth, jaw, mouth organs, and other structures in the oral cavity and masticatory system.

*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:**

- Provides dental services on an outpatient basis; including emergency, consultative, diagnostic, routine and specialty care, preventive and maintenance dental care.
- Provides patient examination, diagnosis, treatment, follow-up and consultation.
- Restores primary and permanent teeth with approved dental materials as clinically appropriate.
- Extracts teeth diagnosed as non-restorable or associated with periodontal pathology including permanent erupted teeth and teeth requiring sectioning and/or removal of bone but not presenting unusual difficulties and circumstances.
- Prescribes or provides preventive dental services including sealants, fluoride rinses, dental prophylaxes, and fluoride supplements.
- Administers oral and inhalation sedation for patients requiring anxiety management.

- Makes recommendations for referral, for specialty care based upon available funds.
- Provides periodontal treatment for the correction and prevention of periodontal disease, with emphasis on early periodontal disease conditions.
- Provides endodontic treatment for routine problems of the pulp tissues and root canals.
- Provides prosthodontic treatment as needed for replacement of missing teeth.
- Implements, complies and monitors safety rules and regulations, to ensure a safe working environment.
- Maintains current working knowledge of trends in dentistry.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Performs other duties as required.

#### **SUPERVISION RESPONSIBILITIES:**

- Assigns and delegates work activities to Dental Assistants and Dental Hygienists; reviews and evaluates dental staff work; coaches and provides feedback to employees.
- Trains staff in dental clinic's policies and procedures.
- Assists in hiring, orienting, evaluating employee performance, disciplinary actions, and terminations.

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Graduate of a dental school accredited by the American Dental Association's (ADA's) Commission on Dental Accreditation.
- State of New Mexico Dental License.
- State of New Mexico Drug Enforcement Administration (DEA) License.
- CPR Certification.
- Proven record of continuing education and post-graduate study in various aspects of dentistry.
- Three years' experience in a Native American community dental clinic preferred.
- Must be able to pass a 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, dental equipment, medicines, oral hygiene and preventive dentistry.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of dental software.
- Skill in treating patients with tact, courtesy, and respect.
- Skill with reading results of dental x-rays and tests and communicating results clearly and accurately.
- Ability to react quickly and make effective decisions in an emergency situation.
- Ability to use dental diagnostic and manual skills.

- Ability to respect cultural and traditional Native American beliefs.
- 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 requires assisting patients to transfer and/or ambulate and sitting, standing and/or walking for extended periods.
- 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, radiation, blood-borne pathogens, hazardous material 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.