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

VACANCY ANNOUNCEMENT

POSTING NO: 123026-26

OPENING DATE: 10/27/2026
CLOSING DATE: Open Until Filled
POSTED: IN/OUT

POSITION: Dental Hygienist
PAY GRADE: E9 ($39.67/hr. - $61.80/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full TIME
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health Services
REPORTS TO: Dental Program Manager/Dentist
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Provides preventative oral care to dental clinic patients and assists dentists as needed. Educates patients, health care providers and the community on how to maintain good oral health.

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:

- Completes preliminary periodic dental examinations on dental patients.
- Collects nasal, NP, and Pharyngeal swabs for COVID-19 and other viral testing.
- Performs a complete oral prophylaxis on patients, and supra and sub gingival procedures.
- Provides home care instruction about dental hygiene; including the proper use of a toothbrush, dental floss and periodontal aids.
- Instructs nurses, health educators, social workers, and other medical personnel in the proper techniques of oral hygiene.
- Assists the dentist by polishing and finishing amalgam restorations, inserting sedative restorations and smoothing any rough edges of restorations.
- Maintains a periodic recall system for periodontal patients, with a high priority for diabetic patients.
- Exposes and develops radiographs on patients including bite wing, periapical and panoramic x-rays.

- Maintains accurate patient's records, records oral conditions of teeth and surrounding tissues, progress and therapy notes.
- Provides sealants as needed.
- Performs community outreach and provides school and community dental health education.
- Assists with community programs with regards to community fluoridation, school fluoride varnish program, and early childhood caries (ECC).
- Complies with safety rules and regulations, to ensure a safe working environment.
- Performs other duties as required.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:
- Associate's Degree.
- Three years' experience as a Dental Hygienist preferred.
- State of New Mexico Dental Hygiene License.
- State of New Mexico Dental Anesthesia License.
- CPR Certification.
- 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, medicines, oral hygiene and preventive dentistry.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of dental software.
- Skill in operating ultrasonic and autoclave devices.
- Skill in operating radiographic equipment and Kodak imaging computer program.
- Skill with dental chair unit.
- 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 performed in an interior and exterior environment; generally in a clinical setting with a moderate noise level.
- Employee may be exposed to unpleasant odors, bodily fluids, blood-borne pathogens, radiation, hazardous material and infectious disease.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Frequent interaction with the public.
- Possible exposure to COVID-19, biological, chemical, and extreme weather.
- Prolong standing.

PREFERENCE:

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