



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PH. # 505.766.6623 FAX # 505.869.2812
E-Mail Address: poi70104@isletapueblo.com**

JOB ANNOUNCEMENT

**POSTING DATE: 07/23/10
POSTING DATE ENDING: 08/06/10
(POSTED IN AND OUT)**

TITLE: DENTAL ASSISTANT

DEPARTMENT/PROGRAM: DENTAL CLINIC

LOCATION: ISLETA HEALTH CENTER

POSITION: #20009 POSTING NO.: 062

STATUS: NON-EXEMPT

GRADE: A2 SALARY: \$10.22-\$12.08 (Depending on Experience)

DESCRIPTION OF WORK:

GENERAL STATEMENT OF DUTIES: Greets and directs dental clinic patients; schedules patients; answers phones, retrieves, assembles, updates, and maintains confidential dental records. Provides chair side assistance to the dentist or hygienist, takes x-rays as required; cleans and sterilizes instruments. Provides patients with instruction on oral hygiene and post-operative care. Answers telephones and schedules patients.

Supervision Received: Works under the direct supervision of the Dental Director

Supervision Exercised: None

DUTIES AND RESPONSIBILITIES:

1. Coordinate with reception area via computerized patient routing system to ensure timely reception of dental patients.
2. Greet patients in a cordial and respectful manner at the dental clinic, screening emergency patients as needed.
3. Answer telephones and schedule appropriate appointments on Dentrix dental software for patients making certain the phone number and address are accurate.
4. Call patients and confirm appointments 48 hours before appointments.
5. Maintain waiting list and attempt to fill cancelled appointments when possible.
6. Reschedule appointments when schedule changes are necessary.
7. Retrieve patient charts checking for necessary update information.
8. Record the medical history of patients.
9. Maintain and file dental charts.
10. Perform data entry for billing as required.

11. Ensure timely patient flow with assistants and providers.
12. Provide chair side assistance to the dentist or dental hygienist including all aspects of four-handed dentistry.
13. Arrange dental instruments according to the work to be performed on each patient.
14. Take x-rays of patients as instructed by the dentist or dental hygienist.
15. Clean and sterilizes dental instruments.
16. Check instruments to ensure they are in proper working order.
17. Provide classroom presentations on dental health.
18. Provide patients with instruction on oral hygiene techniques in order to promote a program of preventive dental care.
19. Perform related work as required.

EDUCATIONAL & EXPERIENCE REQUIREMENTS:

High School Diploma or GED

Certification as a Dental Assistant

Licensure by the State of New Mexico to take radiographs or if the applicant is a newly certified dental assistant, licensure must be obtained within 6 months of employment.

EXPERIENCE REQUIREMENTS:

1. One (1) year of post-high school coursework in dental chair side assistance or three (3) years of progressively responsive experience working in a dental office which included one (1) year of experience in chair side assistance.

NECESSARY SPECIAL REQUIREMENTS:

1. Knowledge of dental terminology, dental anatomy, and medicines.
2. Knowledge of modern office procedures and practices and what procedures to take in medical emergency situations.
3. Knowledge of oral hygiene and preventive dentistry.
4. Ability to communicate effectively, both orally and in writing.
5. Knowledge of dental appointment care sequencing.
6. Must establish and maintain effective working relationships with employees, patients, and the public.
7. Must submit to and successfully pass a thorough background investigation and drug test.
8. Basic Life Support (BLS) Certified
9. Window's based computer knowledge

WORKING CONDITIONS:

Work is performed in a medical setting. May risk exposure to bodily fluids, needles, or infectious diseases. Will be exposed to x-rays.

revised 02/07

BACKGROUND CHECKS ARE ROUTINELY CONDUCTED ON PROSPECTIVE EMPLOYEES IN ORDER TO CERTIFY COMPLIANCE WITH MINIMUM BACKGROUND STANDARDS ESTABLISHED BY THE PUEBLO OF ISLETA.

SUBMIT APPLICATION/RESUME TO HUMAN RESOURCE DEPARTMENT, LOCATED IN THE GOVERNOR'S OFFICE, OR MAIL TO HUMAN RESOURCE DEPARTMENT, PUEBLO OF ISLETA, P.O. BOX 1270, ISLETA, NM 87022

THE PUEBLO OF ISLETA IS A DRUG-FREE WORKPLACE