

JOB VACANCY ANNOUNCEMENT

Opening Date: November 19, 2015

Closing Date: Until Filled

Position:

Reports to: Director of the
Dental Clinic**On Job Training
Dental Assistant**

Salary/Wage: Grade A, Step 5; \$18.13

Department: Dental Clinic

Hours: Monday – Friday; 8:30am – 5pm Some Saturdays as needed

Location: ASNA

Brief Summary:

Temporary On-Job-Training Position: hire trains to perform general assistance in provision of all aspects of chairside clinical dentistry, performs instrument sterilization, and dental equipment maintenance. Training length is variable, but typically takes 2-4 months depending on hire's aptitude to learning necessary duties and skills. Upon successful completion of training candidate may become eligible for a full time permanent position.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requirements:

- High School Diploma or GED completion
- Must be 18 years of age or older
- Current CPR Certification or willingness to become certified.

Desired Knowledge, Skills and Abilities:

The dental assistant should become familiar with common dental procedures such as amalgam, composite, endodontics, periodontics, oral surgery, crown and bridge. Patient safety, confidentiality, and customer service in relation to dental care

1. Knowledge of dental charting; knowledge of confidentiality requirements regarding medical/dental records.
2. Knowledge of topical fluoride administration.
3. Knowledge of Dental Aseptic Technique.
4. Ability to be dependable and punctual.
5. Ability to travel with dental providers to villages to render dental care as needed.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.