

JOB VACANCY ANNOUNCEMENT

Opening Date:	May 26, 2021	Closing Date:	Until Filled
Position:	<u>Dental Assistant (2 Positions)</u>	Reports to:	Director of Dental
Salary/Wage:	Grade 7; \$26.15 - \$28.87/HR and up DOE	Department:	Dental
Hours:	Monday – Friday; 8:30am – 5:00pm	Location:	SSMH

Summary:

Perform chair side assistance in all phases of general dentistry and performs clinical sterilization and maintenance.

Qualification:

Must be able to perform each essential job duty successfully and 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. Applicant per Alaska State Law needs to be over 18 years of age.

Requirements:

- High school diploma or general education degree (GED).
- Completion of SSMH OJT Dental Assistant Training or documentation of completion of another Dental Assistant Training Program required.
- One to two years of related experience *or* equivalent combination of experience and training preferred.
- Current CPR Card, or successful certification/recertification within 6 months of hire.

Essential Job Functions:

- Receive patient, take vital signs, blood pressure and prepare the patient for dental work.
- Record information related to the medical history of the patient and verbally informs the doctor if the patient has a medical problem or drug allergy.
- Assist with patient data entry for the Dentrix system.
- Perform traditional film and digital dental X-ray process including ability to take a full mouth series
- Helping patients feel comfortable before, during and after dental treatment
- Assist Dental Provider at chair side as anticipated or required, in all phases of general dentistry.
- Provide patients with instructions for oral care following surgery or other dental treatment procedures, such as the placement of a restoration.
- Protect patients and employees by adhering to infection-control policies and protocols.
- Maintain patient confidence and protects operations by keeping information confidential.
- Provide instrumentation by sterilizing and delivering instrument to treatment area; positioning instruments for provider's access; suctioning; passing instruments.
- Maintain the logbooks for the biological test for the autoclaves, assistant to-do list daily, weekly and monthly.
- Perform office management tasks that often require the use of computer.
- Perform Fluoride treatment, to include trays, Fluoride varnish, and rinses.
- Provide oral hygiene instruction for adult and pediatric patients.
- Perform coronal polishing under the supervision of a dentist or dental hygienist.
- Communicate with patients and suppliers (e.g., scheduling appointments, answering the telephone, billing and ordering supplies) when needed.
- Take, pour, trim, and construct devices from dental impressions.
- Repair missing denture teeth and assist the doctor with repairing broken denture bases.
- Travel to villages as assigned.
- Assist and accompany the Dentist and/or Dental Hygienist to the villages to provide dental services and for school dental activity programs
- Maintain inventory, pack and manage the dental field equipment and supplies for the villages.

Education & Experience:

- High school diploma or general education degree (GED)
- Completion of SSMH OJT Dental Assistant Training or documentation of completion of another comparable Dental Assistant Training Program is required.
- One to two years of related experience *or* equivalent combination of experience and training strongly preferred.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

PO Box 1232 | Utqiagvik, AK 99723 | 907.852.9204 | FAX 907.852.6217

applications@arcticslope.org

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 is committed to maintaining a drug free, smoke free workplace.