



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-035
HEALTH & HUMAN SERVICES – DENTAL
DENTAL ASSISTANT

Position Title:	Dental Assistant	Pay Level:	\$14.07 – \$21.11
Position Open Date:	5/15/2024 – Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Health & Human Services
Supervisor:	Supervisory Dental Assistant		

POSITION SUMMARY:

Responsible for performing routine chair side dental assisting functions and provides certain routine, reversible clinical procedures to allow the dental team to function more efficiently and better serve the patient. Maintains privacy and confidentiality of information as required by HIPAA. Ensures that all policies and procedures are observed.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High School diploma or General Equivalency Diploma (GED); AND successful completion of a formal coursework in dental assistance; AND two (2) years of experience as a Dental Assistant.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License.
Background Investigation.
DANB-(Radiation Health and Safety, Chair Side, Infection Control), Preferred.
Radiation Health and Safety Certificate, Required.
CPR & First Aid certificate within six (6) months of date of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office and clinical setting; agility and dexterity to use standard office and medical equipment; stamina to sit and stand for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

Work is subject to exposure to bodily fluids and other biohazards.

ESSENTIAL FUNCTIONS:

- Performs duties with respect to the well-being of patients and with efficiency of the dental team and the productivity of the dentist.
- Communicates with the dentist and other dental staff in order to exchange information and allow for efficient management of the dental clinic.
- Performs routine chair side assisting, anticipating the need of various instruments, materials, and services, as well as, recording of examination information.
- Ensures that all instruments are properly sterilized.
- Takes preliminary impressions for study models, pours and trims models, fabricates temporary crowns, cement crowns temporarily or permanently.
- Places and removes rubber dams, applies desensitizing agents and dental sealants, and places surgical gauze following extractions.
- Instructs patients in prevention of dental disease; in post-operative care; and informs patients of treatment planned and/or options after the dentist has gone over the initial treatment plan.
- Places patient treatment codes (ADA codes) into the dental chart for proper billing.
- Prints the treatment plan for the patient and provides it to the front desk when appropriate or in the absence of the dentist.
- Applies topical fluoride treatment.
- Takes radiographs.
- Maintains supplies and inventory control.
- Maintains and coordinates incoming and outgoing dental laboratory cases.
- Assist in organizing, coordinating, and participating in community health fairs and public health meetings.
- Assist with clerical and supportive tasks related to the efficient operation of the dental clinic to include answering/directing incoming phone calls, as well as greeting and attending to dental patients.
- Serves as a backup to the front desk when coverage is needed.
- Ensures that operatories are properly stocked at all times.
- Maintains clinic areas in a clean operative condition to include the maintenance of office and clinical equipment.

- Explains treatment needs and cost of a proposed treatment to a patient who is self-pay or covered under a state or federal aid program.
- Practices proper Infection Control/Safety precautions.
- Participate in patient satisfaction and quality improvement initiatives; route patient concerns, complaints, and feedback to supervisor/manager/director.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Techniques required for placement of dental sealants, routine and specialty instruments and procedures in orders to prepare for and assist in clinical procedures.
- Dental anatomy and the operation of dental x-ray equipment in order to properly take dental radiographs.
- Routine dental laboratory and sterilization procedures, dental anatomy and physiology and the technical practices of dentistry to accurately record examination and treatment information.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.
- Records management principles and practices.
- Dexis/Dentrix software.

Skill in:

- Adhere to all compliance and confidential guidelines including HIPAA Compliance and Privacy Act.
- Providing customer services in the most cost effective and efficient manner.
- Performing dental assistance procedures in an efficient and effective manner.
- Preparing clear and concise reports, records of work and other written materials.
- Using software applications related to duties.
- Using tact, discretion, and prudence in dealing with customers.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing, prioritizing, and coordinating work activities, coordinating multiple activities, and meeting critical deadlines.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024