

JOB VACANCY ANNOUNCEMENT

Opening Date:	March 22, 2016	Closing Date:	Until Filled
Position:	<u>Dental Assistant</u>	Reports to:	Director of Dental
Salary/Wage:	Grade E ; \$22.69-\$24.55 DOE	Department:	Dental Clinic
Hours:	Monday – Friday; 8:30am – 5pm Some Saturdays as needed	Location:	ASNA

Brief Summary:

Dental Assistant performs chair side assistance in all phases of general dentistry and performs clinical maintenance. Dental Assistant performs administrative work, clinical maintenance, takes a lead in infection control, and performs chair side assistance in all phases of general dentistry.

Qualifications:

1. High school diploma or general education degree (GED). Successful completion of SSMH Dental Assistant Trainee Program with Ilisagvik CC, or Dental Health Aide I training preferred.
2. One to two years of related experience *or* equivalent combination of experience and training.
3. Current CPR Card.
4. National Certification as a Dental Assistant, preferred.

Desired Knowledge, Skills and Abilities:

1. Familiar with common dental procedures such as amalgam, composite, endo, perio, crown and bridge.
2. Demonstrated knowledge of dental charting; knowledge of confidentiality requirements regarding medical/dental records. Ability to maintain confidentiality.
3. Demonstrated knowledge of topical fluoride administration.
4. Demonstrated knowledge of Dental Aseptic Technique.
5. Ability to be dependable and punctual. Ability to travel to the villages.
6. Basic Computer Skills required.
7. Calmly manage difficult or emotional situations.
8. Manage competing demands; able to deal with frequent change, delays or unexpected events. Ability to identify and resolve problems in a timely manner.

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.