

## JOB VACANCY ANNOUNCEMENT

Opening Date:	June 27, 2018	Closing Date:	Until Filled
Position:	<b><u>Dental Assistant</u></b>	Reports to:	Director of Dental
	<b><u>(REVISED)</u></b>		
Salary/Wage:	Grade 6; \$23.47 - \$25.91/HR and up DOE	Department:	Dental
Hours:	Varies depending on schedule	Location:	SSMH

### **Position 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.

### **Licensure/Certification/Registration**

Current CPR Card

Successful completion of SSMH Dental Assistant Trainee Program with Ilisagvik CC, or Dental Health Aide I training, preferred.

National Certification as a Dental Assistant, preferred.

### **Education**

High school diploma or general education degree (GED).

### **Experience**

One to two years of related experience *or* equivalent combination of experience and training.

### **Knowledge/Skills/Abilities**

Knowledge of common dental procedures such as amalgam, composite, endo, perio, crown, and bridge.

Knowledge of dental charting

knowledge of confidentiality requirements regarding medical/dental records.

Knowledge of topical fluoride administration.

Knowledge of Dental Aseptic Technique.

Ability to be dependable and punctual.

Knowledge of basic computer skills required.

Knowledge of Microsoft Word

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

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*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.*

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