

## JOB VACANCY ANNOUNCEMENT

Opening Date:	December 12, 2017	Closing Date:	Until Filled
Position:	<b><u>Dental Program</u></b>		Reports to:
	<b><u>Assistant (On-Call)</u></b>		Dental Director
Salary/Wage:	Grade F; \$24.96-\$27.00	Department:	Dental
Hours:	Variable	Location:	ASNA

### **Brief Summary:**

Greet patients and visitors, and answer and route incoming telephone calls promptly and in a professional manner. Schedule dental patients for dental services, update patient registration and complete insurance verification.

**On-call position to provide fill-in during FT employee vacation/sick leave, may work after normal business hours and on weekends for specific projects related to dental specialty clinics as assigned by dental director.**

### **Qualifications:**

High school diploma or general education degree (GED).

Two to four years of related experience *or* equivalent combination of experience and training required.

Prior Experience working at SSMH Dental required, ideally at Dental Front Desk.

CPR within 6 months of hire

### **Desired Knowledge, Skills and Abilities:**

Effective oral communication skills and phone etiquette.

Proficient skills in the use of computers, office machines and equipment with particular emphasis on accurate computer-based word processing skills. Knowledge of Microsoft Word.

Demonstrated knowledge of medical/dental terminology, office practices and procedures.

Ability to maintain strict confidentiality.

Work ethically and professionally; treat people courteously and respectfully.

Accurately complete tasks in a timely manner, ensure reporting of work completion to dental director occurs.

Respond promptly to customers' needs. Calmly manage difficult or emotional situations.

Manage competing demands; able to deal with frequent change, delays or unexpected events.

Support ASNA's mission and goals; follow all policies and procedures.

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.*