

JOB VACANCY ANNOUNCEMENT

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| Opening Date: | November 21, 2018 | Closing Date: | Until Filled |
| Position: | <u>Dental Program</u> | | Reports to: |
| | <u>Assistant</u> | | Dental Director |
| Salary/Wage: | Grade 10; \$29.09- \$32.12 | Department: | Dental |
| Hours: | Monday – Friday; 8:30am – 5pm, some over-time pending patient schedule | Location: | ASNA |

Brief Summary:

Greet patients and visitors, and answer and route incoming telephone calls promptly and in a professional manner. Assist in scheduling appointments for follow-up services as necessary.

Qualifications:

High school diploma or general education degree (GED).

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

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 office practices and procedures.

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

Demonstrated efficacy in verbal and written communication skills.

Ability to establish and maintain good relationship with supervisor and co-workers, along with outside agencies.

Ability to maintain strict confidentiality.

Work ethically and professionally; treat people courteously and respectfully.

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

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.