

DENTAL ASSISTANT
Position Description

Department:	Dental
Job Code:	
Pay Range:	
Hours/Week:	40 hours
Position Type:	Full-Time

Reports To (Title):	Dentist and Office Manager
Classification:	Non-Exempt
Effective Date:	January 4, 2022
Revised Date:	4/16/2026

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Canoncito Band of Navajos Health Center Inc. (CBNHC) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.
- Comply with all CBNHC policies and procedures, as well as all applicable laws.

POSITION PURPOSE

- Responsible for performing routine chair side dental assisting functions and provide certain routine, reversible clinical procedures to allow the dental team to function more efficiently and better serve the patient.
- Responsible for all routine clerical duties which allow the dental team to function effectively and better serve the patients.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- 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 and maintains the clinic sterilization log
- Ensures that operatories are disinfected properly. Adheres to all infection control protocols.
- Takes preliminary impressions for study models, pours and trims models, fabricate temporary crowns. Cement crowns temporarily or permanently.
- Places and removes rubber dams, removes sutures, applies desensitizing agents and dental sealants, and places surgical gauze following extractions.
- Educates patients in prevention of dental disease; in post-operative care; and informs patients of treatment planned and/or options.
- Performs child prophylaxis and applies topical fluoride treatment. Use hand instruments to remove visible calculus.
- Exposes digital intra and extra-oral radiographs.
- Maintains/restocks supplies and inventory control.
- Coordinates dental laboratory cases.
- 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 other dental staff in order to exchange information and allow for efficient management of the dental clinic.
- 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; greeting an attending to dental patients; mail pick-up, mail log, distribution and preparation of outgoing mail; performs copying tasks, and maintains supply of forms in all operatories, maintains all dental logs.
- Maintains files in proper confidential manner.
- Ensures that operatories are properly stocked at all times.

DENTAL ASSISTANT

Position Description

- Maintains clinic areas in a clean and 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.
- Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

Experience

- Two (2) years of experience as a Dental Assistant.

Education

- High School diploma or General Equivalency Diploma (GED); and successful completion of a formal coursework in dental assistance.
- DANB- (Radiation Health and Safety, Chair Side, Infection Control) and CPR & First Aid certification.

Mandatory Knowledge, Skills, Abilities and Other Qualifications

- Must be able to carry out the essential duties, functions and responsibilities as detailed above.
- Techniques required for placement of dental sealants, routine and specialty instruments and procedures in order to prepare for and assist in normal clinical procedures.
- Dental anatomy and the operation of dental x-ray equipment in order to properly expose digital 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.
- Knowledgeable about infection control and SDS data sheets.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural background, in person and over the phone.
- Records management principles and practices.
- Strong knowledge in Dexis/Dentrix software.
- Knowledge of Microsoft Office software and computer use.
- Adhere to all compliance and confidential guidelines including HIPAA Compliance and Privacy Act.
- Provide customer services in the most cost effective an efficient manner.
- Perform dental assistant procedures in an efficient and effective manner.
- Using tact, discretion and prudence in dealing with customers.
- Organizing, prioritizing and coordinating work activities, coordinating multiple activities and meeting critical deadlines.
- Current employment as evidenced by positive employment references from previous and current employers.
- Ability to perform other duties as assigned.

PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Navajo language.
- Radiology certification preferred

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.

DENTAL ASSISTANT

Position Description

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Taking and hearing are essential to communicate with patients, vendors and staff.

Mental Demands

There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

OTHER

- All employees must uphold all principles of confidentiality, HIPAA and patients care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to this position. Employees will be asked to perform other duties as needed.

APPLICATION INSTRUCTIONS

- Read instructions prior to completing application form; incomplete applications will not be considered.
- Submit an application, resume and letter of interest to one of the following methods:
 1. E-mail to Humanresources@cbnhc.org
 2. Mail to Canoncito Band of Navajos Health Center Inc., ATTN: Human Resources, P.O. Box 3338, To'Hajiilee, NM 87026
 3. Deliver to the CBNHC Human Resources Office, 129 Medicine Horse Dr., To'Hajiilee, NM 87026
- For more information, contact Human Resources at (505) 908-2307 ext. 118

Canoncito Band of Navajos Health Center Inc. is a Navajo Preference Employer. As required by the Navajo Preference in Employment Act, preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants consistent with the Indian Self-Determination Act Indian preference provision.