

EL CENTRO FAMILY HEALTH JOB POSTING

DATE: February 13, 2018
TITLE: Dental Assistant
CLASS: Hourly-40 hours/WK (M-F)
SITE: Peñasco Dental Clinic
SUPERVISOR: Priscilla Lopez, Clinic Manager

RESPONSIBILITIES:

Under general supervision, provides a range of clinical, administrative, and staff support to full-range dental services operations. Assists in the performance of dental procedures, polices and standards, and assists in the coordination of day-to-day patient administration, records management and office support activities.

REQUIREMENTS:

High school diploma or equivalent.

LICENSURE/CERTIFICATION:

Must apply and complete radiology requirements within six months from date of hire.

PREFERRED:

Completion of an approved dental assistant program.
One year experience in a dental clinic setting.
Radiology and CPR Certified.

KNOWLEDGE, SKILLS and ABILITIES:

- 1) Ability to travel.
- 2) Requires attention to detail.
- 3) Ability to relate data elements.
- 4) Ability to evaluate discrepancies in data and documents.
- 5) Ability to explain procedures and processes, both orally and in written form.
- 6) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.

Interested individuals must submit an updated employment application to Human Resources via e-mail at: hr@ecfh.org or fax to 505-747-8943, ATTN: Samantha Carlson, HR Tech.

EOE/M/F/D/V/Drug-free Workplace

Deadline: Position is open until filled.