

# EL CENTRO FAMILY HEALTH JOB POSTING

**DATE:** May 4, 2018  
**TITLE:** Front Office/Dental Assistant  
**CLASS:** Hourly-40 hours/WK (M-F)  
**SITE:** Espanola and Peñasco Dental Clinic  
**SUPERVISOR:** Jerome Williams, Chief Operations Officer

## **RESPONSIBILITIES:**

The Dental Receptionist is responsible for projecting a positive first impression of the organization, by communicating effectively with co-workers and the general public, and greeting patients and other visitors, determining their needs and directing them accordingly to the appropriate party with complete confidentiality.

A Dental Assistant 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.

**EXPERIENCE:** Minimum of one (1) year experience in a related field.

**LICENSURE/CERTIFICATION:** Must apply and complete radiology requirements within six months from date of hire.

**PREFERRED:** Bilingual, Spanish/English.  
Experience in bookkeeping and accounting.  
Experience with dental terminology and dental insurance claims, Medicaid.

**OTHER REQUIREMENTS:** Requires Travel.

## **KNOWLEDGE, SKILLS and ABILITIES:**

- 1) Knowledge of basic mathematical/accounting procedures.
- 2) Knowledge of clerical, organization, and office skills, including alpha/numeric filing skill.
- 3) Knowledge of basic telephone etiquette and protocols.
- 4) Ability to work with people in stressful situations.
- 5) Computer literacy.
- 6) Ability to operate office machinery efficiently and accurately.
- 7) Ability to make administrative and procedural decisions and judgment on sensitive confidential issues.
- 8) Intermediate knowledge/expertise with PC hardware and software (Word and Excel, Access, PowerPoint).
- 9) Strong interpersonal and communication skills.
- 10) Travel may be required.
- 11) 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](mailto: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.