

EL CENTRO FAMILY HEALTH JOB POSTING

DATE: August 5, 2020
TITLE: Dental Assistant
CLASS: Hourly-40 hours/WK (M-F)
SITE: Las Vegas/Springer

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

Education: High school or equivalent.

Experience: No experience necessary; this is an entry-level position.

Certification: Must apply and complete radiology requirements within six months from date of hire. Cardiopulmonary Resuscitation (CPR)/ Basic Life Support (BLS) within 30 days of hire.

PREFERRED REQUIREMENTS

Education: High school or equivalent, and/or completion of an approved dental assistant program.

Experience: One year experience in a dental clinic setting.

Certification: Cardiopulmonary Resuscitation (CPR)/ Basic Life Support (BLS).

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 Generalist.

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

Deadline: Open until filled.