

**EL CENTRO FAMILY HEALTH  
JOB POSTING**

**DATE:** November 11, 2019  
**TITLE:** Certified Dental Assistant/Front Desk Receptionist  
**CLASS:** PRN (as needed)-No guarantee of hours  
**SITE:** Las Vegas, NM

**RESPONSIBILITIES:**

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

**MINIMUM REQUIREMENTS:**

**Education:**

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

**Experience:**

One year experience in a dental clinic setting.

**Certifications:**

Cardiopulmonary Resuscitation (CPR)/ Basic Life Support (BLS).  
Current and valid Radiology Certification.

**PREFERRED REQUIREMENTS:**

**Experience:**

Two years experience in a dental setting

**Certifications:**

Coronal polishing; Topical Anesthesia; Sealant Placement

**Knowledge, skills and abilities:**

Bi-lingual-English/Spanish

**Knowledge, Skills and Abilities:**

- 1) Ability to evaluate discrepancies in data and documents.
- 2) Ability to explain procedures and processes, both orally and in written form.
- 3) Ability to travel and maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.
- 4) Ability to maintain and perform skills required by Dental Assistants.
- 5) Ability to read and follow instructions and perform tasks with a high degree of attention to detail and manual dexterity.
- 6) Ability to organize workflow and work space.
- 7) Ability to perform all duties and responsibilities with dignity, quality, and calmness.
- 8) Ability to maintain confidentiality in all patient contact, staff, and health care professionals.
- 9) Ability to be flexible toward change, and to develop good cooperative working relationships with others.
- 10) Knowledge of general dental assisting procedures, protocols, and patient care.
- 11) Knowledge of computer and telephone skills and protocols.
- 12) Outpatient and primary dental knowledge regarding office operations and procedures.
- 13) Ability to exercise sound judgment.
- 14) Ability to exhibit behavior and actions which create a high level of patient/customer relations-reflecting respect for the patients/customer's rights, needs, and confidentiality.

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

Interested individuals must submit an updated employment application to [hr@ecfh.org](mailto:hr@ecfh.org) or fax to 505-747-8943, ATTN: Samantha Carlson, HR Generalist Assistant.

**DEADLINE: Open until filled**