



OPEN POSITION

TITLE:	DENTAL ASSISTANT
LOCATION:	RICHFIELD, UT
STATUS:	FULL-TIME, NON-EXEMPT, HOURLY
BENEFITS:	MEDICAL, DENTAL, VISION, LTD, LIFE, PTO & 401K MATCH
PAY:	DOE
CLOSES:	ONCE FILLED

JOB SUMMARY

Assists in front desk duties such as: answer the phone, making appointments, checking in patients. Supports dental care delivery by preparing treatment room, patient, instruments and materials; passing instruments and materials, performing procedures in compliance with procedures and protocols.

REQUIREMENTS

General Requirements:

- Must be insurable through the Tribe's vehicle insurance.
- Must pass a criminal and fingerprint background check according to P.L. 101-630 standards.
- Must pass a pre-employment alcohol/drug screening.

Education and Experience:

- High School diploma, equivalent GED or higher required.
- Experience in typing and basic secretarial skills required.
- Three (3) years' experience in a dental clinic setting is preferred.

License & Certification:

- Must possess, maintain, and provide proof of a valid Utah Driver's License
- First Aid and CPR Certified (Red Cross or American Health Association) obtain within three months and maintain thereafter.

HOW TO APPLY

Application is available via link (<https://adobe.ly/3liFnyc>) or can be obtained online at www.utahpaiutes.org/employment. Please submit your completed application with the following attachments: resume, a copy of your Driver's License and any additional degrees, certificates, licenses required in the announcement. to: Fax: 435.238.4987 or ATTN: HR Manager, 440 N Paiute Dr., Cedar City, UT 84721.

