

**ALAMO NAVAJO SCHOOL BOARD, INC.  
POSITION DESCRIPTION**

**TITLE:** Dental/Medical Assistant

**EMPLOYMENT TERM:** 12 Months Full-Time

**DIVISION:** Health Services

**DEPARTMENT:** Clinic/Dental

**EXEMPT/NON-EXEMPT:** Non-exempt

**FUNDING SOURCE:** IHS Contract

**QUALIFICATIONS:**

1. Minimum requirements:
  - a. High School or equivalent
  - b. Some evidence of technical skills
  - c. Can work well with hands
2. Must have demonstrated ability to speak both Navajo and English fluently and translate between, in a dental/medical setting.
3. Must be able to write and read English sufficiently well to fill out dental charts and to profit from formal training programs dependent upon written textual materials.
4. Some experience in Dental/medical field.
5. AA degree in health preferred. Medical Assistant, Medical Secretary, or Pharmacy Technician preferred.
6. Must agree to meet the following as a condition of employment:
  - a. Secure and maintain CPR card within 90 days of employment:
  - b. Maintain valid New Mexico driver's license.
  - c. Current tetanus immunization, negative PPD or Chest x-ray.
  - d. Become cross-trained as an assistant in dental, medical records, screening, pharmacy, lab, and x-ray.

**INDIAN PREFERENCE:** Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native Tribal membership who meet the qualifications above, in accordance with the requirements of P.L. 93-638 and the Navajo Nation Tribal Code.

**SUPEVISED BY:** Dentist

**SUPERVISES:** None

**PAY RANGE:** Position is placed at Grade D on the ANSB General Salary Scale with Minimum qualification; Grade F with a Nursing Assistant certificate; Grade G with a Medical Assistant, Pharmacy Technician certificate or AA degree.

**WORKING HOURS:** 8am to 5pm Monday, Tuesday, and Wednesday  
8am to 7pm Thursday  
8am to 3pm Friday

**LUNCH HOUR:** 12 to 1pm

**POSITION GOAL:** Assists the dentist in the full range of dental family practice; is otherwise cross-trained and assigned to assist in other areas of the clinic as needed to include medial records, screening, pharmacy, lab, and x-ray.

**DUTIES & RESPONSIBILITIES:**

1. Assists the dentist in general practice of dentistry when not needed to assist in any other clinical area.

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2. Generally assists in Medical Records area when the dentist is not here; answers, makes patient appointments, provides and files patient charts, and performs other duties as required; will be assigned by the Dentist, or the Medical Director, Pharmacist, or Health Services Director in the Dentist's absence to other clinical areas where assistance is needed.
3. Receives cross training in medical records (Medical Records Clerk), pharmacy (Pharmacist), lab (Lab Supervisor), or screening and x-ray (Clinic Nurse).
4. Assists dentist in patient charting, screening, provides patient education and follow-up.
5. Takes dental x-ray, develops and mounts them.
6. Provides clean and safe workplace, sterilizes instruments and uses protective equipment.
7. Operates, maintains and protects dental equipment.
8. Maintains dental supplies.
9. Helps with required records of lab work.
10. Assists Alamo Community members in obtaining dental services.
11. Performs other duties assigned by supervisor.

**SPECIAL CONDITIONS:**

1. This is a child sensitive position subject by law to finger printing and a criminal/character background investigation.
2. Pursuant to Resolution #R81029, the Employee is authorized by the Board to provide services to non-Indians living within or near the Alamo Navajo community boundaries on a fee-for-service or third party payment basis, provided that provision or such service does not interfere with the primary responsibility of the Alamo Navajo Health Center to meet its service obligation to Alamo Navajo community members and other eligible Indian beneficiaries.
3. The Employee is deemed to be an employee of the Federal government while performing work under the Board's Indian Self-Determination Agreement for purposes of Federal Tort Claims Act coverage. This status is not changed by the source of the funds used by the Board to pay the Employee's salary and benefits unless the Employee receives additional compensation for performing covered services from anyone other than the Board. The employee's status for Federal Tort Claims Act purposes is also not affected by the Provision of services to non-IHS beneficiaries.
4. The Board's designated tort claim liaison with the Federal government is the Executive Director. Any tort claim (including any proceeding before an administrative agency or court) filed against the Employee or the Board that relates to performance under this Employment contract and the Board's Indian Self-Determination Agreement, should be reported by the Employee immediately to the Executive Director so that notification can be made to the Secretary of the Department of Health and Human Services pursuant to 25 Code of Federal Regulations 900.188.

**EVALUATION:** Will be evaluated in accordance with the Alamo Navajo School Board, Inc., policies and procedures.

**BOARD APPROVED: 5/27/04**

**CERTIFICATION**

"I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

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