DENTAL ASSISTANT 2
School of Dental Medicine

Job Description
Positions provide assistance to dentists in the general or specialized treatment of patients in both routine and emergency procedures in the areas of diagnostic, preventive, restorative, periodontal, endodontic, pedodontic, orthodontic, oral surgery, and prosthodontics dental care. Incumbents possess a degree of knowledge and proficiency sufficient to perform work independently with little or no additional training.

The position requires working knowledge of standard dental charting and documentation processes; exposing intraoral and extraoral dental radiographs; possess complete knowledge of the anatomy of the mouth, head and face of adults and children; dental radiography processing, mounting and labeling techniques; dental terminology sufficient to understand dentist's orders; basic theory and practices of dental assisting; four-handed dental assisting techniques; operation and use of standard dental equipment. Ability to interview and collect data from patients regarding health history, symptoms and/or complaints; use and dispose of sharps and hazardous materials; apply sterile techniques and infectious control procedures; use of standard dental equipment, instruments and materials appropriately; demonstrate proper oral hygiene care to patients. Prefer experience in more advanced techniques such as impressions and coronal polishing. Incumbent must have prior experience working in a dental office collecting and recording data from patients and prior experience in basic oral hygiene instruction. This position may require bilingual skills in Spanish or Tagalog.

Work schedule is M-F, hours will vary between 8AM-5PM and 9AM-6PM. *Per the Nevada State Legislature, classified employees are subject to six (6) mandatory unpaid furlough days per year.

Education and Experience
Graduation from high school or equivalent education, successful completion of a recognized one-year dental assistant training program, and one year of experience working with the public collecting and recording information and/or explaining and clarifying basic information; OR graduation from high school or equivalent education and one year of clinical experience in a dental practice using four-handed techniques in a wide range of procedures, collecting and recording patient's medical information, exposing, processing, mounting and labeling radiographs, and applying dental sterile techniques and infectious control and exposure procedures; OR one year of experience as a Dental Assistant I in Nevada State service; OR an equivalent combination of education and experience.

Special Notes
1) As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Special Requirements
1) Pursuant to NRS 284.4066, this position has been identified as affecting public safety. Persons offered employment in this position must submit to a pre-employment screening for controlled substances.
2) All Dental Assistant positions at the University of Nevada, Las Vegas (UNLV) are required to pass: 1) a background investigation; and 2) a sanction check performed through the National Healthcare Data Bank (NHDB).
3) The recruitment is open to persons who have been employed for at least six months of continuous full-time equivalent classified state service and are currently employed at UNLV or within the Nevada System of Higher Education (NSHE).

Application Instructions
Application deadline is 5:00 p.m. on Friday, May 11, 2012.
Applicants must apply online through NVAPPS, the State of Nevada on-line application system. Click on this link to apply for the position: https://nvapps.state.nv.us/NEATS/Recruiting/ViewAnnouncement.aep?recruitmentId=16671

The Examination
The exam will consist of an application evaluation. It is essential that applications include extensively detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview.

Direct inquiries or correspondence to:
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Phone: (702) 895-2894
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