

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

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humanresources@manchesternh.gov



PUBLIC HEALTH DENTAL ASSISTANT

(Announcement Number R-83-15)

Grade 12

Starting Salary: \$14.63/hr

School Term – 39 weeks at 20 hours per week

THE JOB:

Assists the Manchester Health Department dental hygienist, with a goal of enhancing the public health and well-being thru dental health promotion and dental disease prevention. Duties include sterilizing and organizing instruments and equipment during patient care; processing X-rays; assisting hygienist in administering oral prophylaxes and topical fluoride applications and with health screenings at clinics and schools; and functions as a dental laboratory technician. This candidate will perform related duties as required.

MINIMUM QUALIFICATIONS:

Graduation from High School and successfully pass the DANB Radiation, Health, and Safety exam, and complete appropriate coursework; and 3 years experience as a dental assistant; or graduation from an accredited school of dental assisting with completion of the certification process of the Dental Assisting National Board. Completion of 12 CEU's annually if a Certified Dental Assistant. Valid NH Driver's License is required.

NOTE: Offer of hire conditional on candidate's ability to perform essential job functions, with or without accommodation, as determined by passing a medical exam, including alcohol and drug tests and a thorough background investigation.

APPLICATION PROCEDURES:

Candidates must complete a City of Manchester Employment Application available at the City of Manchester website www.manchesternh.gov/jobs or in person at the Human Resources Department, One City Hall Plaza, City Hall Annex. Submission of a resume is optional.

OPENING DATE:

December 4, 2015

CLOSING DATE: Friday, December 11, 2015

OFFICE HOURS:

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST