

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

FAX: 603-628-6065

Web Site: www.ManchesterNH.gov



PUBLIC HEALTH DENTAL ASSISTANT

(Announcement No. R-055-14)

Grade 12

Starting Salary: \$14.63/hr – plus pro-rated benefits, no medical
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. Performs related duties.

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 a candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam.

APPLICATION PROCEDURES:

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at above address.

OPENING DATE:

Monday, October 27, 2014

CLOSING DATE: Open until filled

OFFICE HOURS:

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

**The City of Manchester is an
Equal Employment Opportunity Employer**

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