



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 25-059

POSITION: **Dental Assistant I**
NO. OF VACANCIES: **1**

OPENING DATE: **05/06/2025**
CLOSING DATE: **05/19/2025**

SALARY: **\$20,860.32 P/A**
PAY LEVEL: **01/05**

The salary given will be determined by the qualifications of the appointee.

LOCATION: **Oral Health Clinic, Population Health Services,
Commonwealth Healthcare Corporation, Saipan**

NATURE OF WORK:

Under the supervision of the Chief Dentist and Oral Health Program Manager, will perform a wide variety of dental assisting such as, preparing patients, chairside assisting, and sterilization of dental instruments. This position will work towards supporting the goals and objectives identified through the Oral Health Program.

DUTIES AND RESPONSIBILITIES:

- Participates in Commonwealth Healthcare Corporation (CHCC) efforts to improve the health and well-being of families through the provision of Oral Health services.
- Calls and seats patient in dental chair for examination or treatment.
- Assists Dentist/Dental Therapist at Chair-side in treating patients.
- Assists patient in feeling comfortable before, during, and after dental treatment.
- Performs oral prophylaxis supra-gingival cleaning and polishing.
- Applies topical fluoride on patients for caries prevention.
- Sterilizes dental instruments.
- Organizes sterilized equipment and other dental supplies into appropriate cabinets/storage spaces.
- Cleans and sanitizes dental units in operatories.
- Cleans bracket table after examination/treatment of each patient.
- Participates in school outreach.
- Performs mixture of temporary and permanent restorative materials.
- Assists Dentist/Dental Therapist/Dental Hygienist in charting oral conditions on patient's dental record.
- Captures and develops dental radiograph (X-ray) films.
- Conducts oral health education presentations.
- Schedules dental appointments for patients.
- Participate in (CHCC) professional development events/training.
- Participates in outreach activities, which may be held on weekends or in the evenings.
- Performs other related duties as assigned.

QUALIFICATIONS:

Education: High School Diploma, General Education Development (GED), Advanced Development Institute (ADI), or Adult Basic Education (ABE). Certification from the Health Care Professional Licensing Board within three (3) months of hire.

Experience: Plus, one (1) year experience in a dental or clinical setting preferred and/or customer service-related experience.

CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job-related medical condition or disability, or any legal protected status.

Other: Must have a valid CNMI driver's license, able to travel off-island for outreach or other program meetings, and is fluent in English.

KNOWLEDGE/SKILL/ABILITY:

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules or composition, and grammar.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking — Talking to others to convey information effectively.
- Reading Comprehension — understanding written sentences and paragraphs in work-related documents.
- Active Learning — understanding the implications of new information for both current and future problem-solving and decision making.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences. See more occupations related to this ability.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.

WORK STYLE/WORK ACTIVITIES:

- Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
- Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Self-Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high-stress situations.
- Getting Information — Observing, receiving and otherwise obtaining information from all relevant sources.
- Assisting and Caring for Others — Providing personal assistance, emotional support, or other personal care to others such as coworkers, customers or patients.
- Working with Computers — Using computers and computer system to enter data or process information.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening and drug screening in accordance with CHCC policy.

OTHERS:

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “**Non-Exempt**” or is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm. This work schedule however is subject to change with or without notice based on the Employer's business requirement and/or by the demands of the employee's job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security.

Note(s):

- *Three-fourths 20 CFR 655, Subpart E: “Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any.”*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources
Commonwealth Healthcare Corporation
1178 Hinemlu' St. Garapan, Saipan, MP, 96950

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Office Hours: Monday through Friday, 7:30am to 4:30pm; **CLOSED** on weekends and holidays.
Employment Application Forms are available at the hospital facility's Main Cashier Office or online at www.chcc.health.

E-mail: apply@chcc.health
Trunk Line: (670) 234-8951 ext. 3427/3444/3556
Fax Line: (670) 233-8756
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Note: *Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.*