



GALVESTON COUNTY HEALTH DISTRICT

4C's Clinics, Public Health Programs, Galveston E.M.S.

www.gchd.org

Position Announcement

DEPARTMENT:	Dental Clinic	POSITION NUMBERS:	245, 43, and 42
POSITION:	Dental Assistant / Receptionist	LOCATION:	Texas City/Galveston
HOURLY RATE:	\$12.87/hour \$13.20/hour if bilingual in Spanish	STATUS:	Full-time/Non-exempt w/benefits

Under the supervision of the Dental Director and Supervisor of Dental Assistants/Receptionists, the Dental Assistant/Receptionist is responsible for working with dentists using specialized equipment and materials to perform a large number of tasks to properly treat patients at the Dental Clinics. In addition, the Dental Assistant / Receptionist will perform receptionist duties which include, but are not limited to greeting patients, scheduling follow-up appointments, answering the phones, returning phone calls, etc.

Essential Job Functions

50% - Assists dentist(s) in procedures to safely and properly treat and/or diagnose patients; dismisses patients; takes x-rays; sterilizes and maintains equipment and/or instruments; pours and trims dental casts; prepares patients for dental procedures; prepares and maintains treatment rooms for each patient; assists dentist(s) during treatment of patients; and monitors levels of supplies and maintenance of equipment. **45%** - Answers dental clinic appointment line phone and assists callers by scheduling dental appointments according to guidelines (including looking up the patient in NextGen to determine if they are currently registered, if they are not currently registered the patient should be told that they must register before an appointment can be made); if appointment is not available or caller feels he/she needs to be seen the same day, confers with Dental Director regarding disposition and backfills into no-show slot if necessary and/or possible. Develops waiting lists for dental appointments. Greets patients coming into the Dental clinic in a customer friendly manner. Enters data into the computer system and tracks patient flow through a computerized system. Provides clerical support including, but not limited to, preparing supply/purchase requisitions for approval; coordinating equipment repair calls with the appropriate staff; typing correspondence, reports, and memorandums. Keeps complex clerical records and prepares and collects information from a variety of materials. Coordinates with the Dental Director for preparation of department schedule to ensure smooth daily operation of the clinics. **5%** - Assists in responding to public health needs including, but not limited to, exercises, special projects (conferences, health district trainings), and environmental or weather emergencies.

Knowledge, Skills, and Abilities

Knowledge of dental techniques, policies and procedures; the use of dental equipment, dental instruments, dental x-ray equipment and developing processes, sterilizers/autoclaves, and dental vacuum systems. **Skill in** providing excellent customer service and support; organizing and prioritizing workload and meeting deadlines; excellent written and verbal communication; and dental assistant skills. **Ability to** interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic and professional backgrounds; work effectively with managers, co-workers, members of the public and professional groups; manage and coordinate activities and projects; communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing), consistently demonstrate positive/proactive customer service attitude; consistently maintains ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public; work as an effective team member; function independently, exercise sound judgment and initiative; be flexible to shift priorities; maintain confidentiality; establish and maintain effective interpersonal work relationships, effectively assist dentists; work toward goals and objectives of draft priorities; follow Health District policies – including adhering to the Health District's immunization policy and the mission, vision, and Guiding Principles of the Health District; and be available to accept new assignments to meet disaster-related Health District responsibilities.

Education / Experience

Required: High school diploma or GED
Completion of a dental assistant program
One year of experience as a dental assistant

OR

High school diploma or GED
Two years' of experience as a dental assistant

Preferred: Two or more years experience as a Dental Assistant. Bilingual in Spanish.

License and/or Certification

Texas Drivers License.
CPR (must be obtained within 6-months of employment).
Registered as an RDA or CDA with the Texas State Board of Dental Examiners

Special Requirements

Must have reliable transportation and be willing to travel between GCHD facilities. Must be willing to work evening hours if necessary.

Deadline

Applications accepted on a continuous basis until position is filled
Equal Opportunity Employer