



**GEORGIA DEPARTMENT OF
PUBLIC HEALTH (GA)
invites applications for the
position of:**

**PRN Dental
Assistant**

SALARY: \$14.42 /Hour
OPENING DATE: 02/07/17
CLOSING DATE: 02/21/17 11:59 PM

DESCRIPTION:

Location: 450 Prior Street, Gainesville, GA 30501
Recruitment: This position is open to all qualified applicants.
Pay Grade: TPW
Position: 00170040
Hourly Rate: \$14.42 (Part-time up to 28 hours/week)

JOB RESPONSIBILITIES:

Administrative:

- Manages the appointment schedule at the direction of the Dentist, including scheduling and rescheduling, verifying insurance, updating patient information
- Takes and returns calls to patients
- Pulls and files patient records
- Enter treatments into VHN system
- Greets clients and answers questions regarding the Dental Program
- Creates patient records for new patients
- Confirms patients at the direction and method implemented by the Dentist
- If/when available, will travel to clinics other than Hall County

Chairside:

- Maintains and prepares equipment for use each clinic day
- Sets up the operatory for each patient as determined by the procedure(s) and preferences of the Dentist
- Greets, seats and prepares patient for the dental visit. Always provides a positive influence and attitude during patient management.
- Performs chairside procedural assistance, including x-rays, under the direction of the Dentist
- Breaks down the operatory after each patient
- Follows universal sterilization guidelines and infection controls with all instruments and surfaces
- Integrates into existing assisting roles and responsibilities

MINIMUM QUALIFICATIONS:

Vocational/Technical degree in dental assisting from an accredited college OR High school diploma or GED AND Six months of experience in a dental setting.

Preferred:

- One year experience as chairside dental assistant
- Experience working with computers
- Bilingual: Read and write English and Spanish

ADDITIONAL INFORMATION:

ALL APPLICANTS MUST APPLY FOR THIS POSITION AT www.dph.georgia.gov To be considered for employment at the District 2 Public Health you must complete an online application. This job application can be found at www.dph.georgia.gov. Click on "About DPH" and then "Careers", locate position then click "Apply" to begin your application. Please make sure you have selected the specific job you are interested in and qualified for. You will receive an email or telephone call if you are selected to participate in the interview process.

Please do not send hard copies of application materials. All information can be uploaded to the online system. Thanks for your interest in our district. Pre-employment drug screen and criminal records check (fingerprinting) are required.

NO NIGHTS, NO WEEKENDS, NO HOLIDAYS AN EQUAL OPPORTUNITY EMPLOYER

NOTE: An applicant who has a disability requiring special accommodations should email d2.web1@dph.ga.gov
For more information regarding employment with District 2 Public Health please visit www.phdistrict2.org
