



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

**Dental
Receptionist**

SALARY: \$11.25 /Hour
OPENING DATE: 04/11/17
CLOSING DATE: 04/25/17 11:59 PM

DESCRIPTION:

Location: Hall County District 2 Dental Program, 1290 Athens Street, Gainesville, GA 30507 and Banks County Health Department, 667 Thompson St, Homer, GA 30547

Recruitment: This position is open to all qualified applicants.

Position: 00167327

Hours: Part Time - 32 hours, 4 days/week Monday - Thursday, 2 days/week Banks County

District 2 Public Health serves 13 counties in the northeastern portion of Georgia and includes Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union and White counties.

The mission of public health is to promote and protect the health of people in Georgia wherever they live, work and play. We embrace this mission by serving individuals, families, and communities to improve their health and enhance their quality of life.

JOB RESPONSIBILITIES:

- Manages the appointment schedule at the direction of the Dentist, including scheduling, rescheduling, verifying insurance and updating patient information
- Receives and return calls to patients
- Pull and file patient records
- Enter treatments into VHN system
- Greets clients (English and Spanish) and answers questions regarding the Dental Program
- Coordinates Banks County School Program with school liaison
- Creates patient records for new patients
- Confirms patients at the direction and method implemented by the Dentist
- Prepares and forwards monthly statistical reports
- Travels to and works in both Hall and Banks County Health Departments two days week.

MINIMUM QUALIFICATIONS:

High School diploma or GED AND Ability to perform basic office functions and computer related duties. One year experience performing clerical tasks or providing customer service.

Preferred Requirements

- One year experience as a receptionist or front office in dental or medical office
- Experience working on computers and dealing with medical insurance
- Bilingual (English/Spanish) verbal and writing skills

Applicant should be willing to cross train and develop minimal & basic chairside assisting duties. Travel is required between Hall and Banks county Travel to other counties may be required on occasion or in the future.

ADDITIONAL INFORMATION:

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.

All qualified applicants will be considered, but may not necessarily receive and interview. No notification will be sent to applicants except those who are selected for interviews.

Applications must include an email address and daytime phone number where applicant can be reached. Incomplete applications may not be considered.

Pre-employment drug screen and criminal records check (fingerprinting) are required.

Note: An applicant who has a disability requiring special accommodations should contact this office. In accordance with Georgia's Drug Free Workplace Act, it has been determined that certain positions warrant pre-employment drug testing.

We are an Equal Opportunity Employer.

For more information regarding employment with District 2 Public Health please visit our website at www.phdistrict2.org.