



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

Dental Receptionist

Georgia Department of Public Health

SALARY: \$18,304.00 - \$19,126.00 Annually

OPENING DATE: 08/15/18

CLOSING DATE: 08/21/18 11:59 PM

DESCRIPTION:

Location: Habersham County Health Department, 185 Scoggins Drive, Demorest, GA 30535/Hall County Dental Clinic, 450 Prior Street, Gainesville, GA 30501

Recruitment: This position is open to all qualified applicants

Pay Grade: D

Position: 00170314

Hours: 32 hours/week

Position requires travel once a week to Hall County Dental Clinic on Fridays

In addition to a competitive salary, we offer a generous benefits package that includes employee retirement plan, deferred compensation, 12 paid holidays, vacation & sick leave, dental, vision, long term care, and life insurance.

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:

Under general supervision, performs a variety of general secretarial, clerical, and administrative support functions/processes or a few specialized or essential clerical functions in support of a unit or office and related personnel. May enter data and/or process documents and records. The work includes operating standard office equipment. Work is performed under the general supervision of a clerical or administrative supervisor.

Applicant should be willing to cross train and develop minimal and basic chairside assisting duties.

- 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 (in English and/or Spanish) and answers questions regarding the Dental Program.
- Coordinates Head Start Clinics with Family Partner.
- Coordinates dental appointments and referrals for Ryan White program
- Creates patient records for new patients.
- Confirms patients at the direction and method implemented by the Dentist.
- Prepares and forwards monthly statistical reports.

MINIMUM QUALIFICATIONS:

- High school diploma or GED AND Two years of general office or administrative experience.

PREFERRED QUALIFICATIONS:

- One year experience as receptionist or front office in a Dental or Medical office or setting.
- Experience working with computers.
- Bi - lingual (English/Spanish)

ADDITIONAL INFORMATION:

To be considered for employment at 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.

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

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

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.