



Job Opening

Job Title:	Dental Assistant – Part-Time
Division:	Dental Clinic
Minimum Qualifications:	<p>Minimum of High School Diploma or General Education Diploma (GED) with the following required years of experience:</p> <ul style="list-style-type: none">• Level 2 Trainee - no experience required;• Level 3 Trainee - completion of/graduate from a formal dental assistant training program (i.e., community college; dental school; technical institute; university; or vocational school) or minimum one (1) year of experience;• Level 4 Trained - completion of/graduate from a formal dental assistant training program (i.e., community college; dental school; technical institute; university; or vocational school) plus one (1) year of experience or two (2) years of experience. Must also have Coronal Polishing and Application of Pit and Fissure Sealants Training. <p>Must have organizational skills, be detail-oriented, and display positive interpersonal communication skills. Computer and word processing skills desirable. Must be proficient in taking x-rays. Must be able to meet the physical demands of the position which include lifting up to 25 pounds; bending for up to one (1) hour to work chairside; and providing safe restraint of a child during a procedure. Must have a dependable vehicle or use during work hours, valid Illinois Driver's License, and appropriate auto insurance. Must have the ability to work with diverse community groups. Responsible at all times to protect the confidentiality of each client's file.</p>
Summary of Job Duties:	<p>Assists dentist at chairside during needed procedures. Takes quality, diagnostic radiographs and impressions as requested by dentist. Performs fluoride treatment, sealants, and oral hygiene instruction to patients of the Dental Clinic under the supervision of the dentist on staff. Disinfects and sets up dental units and sterilizes instruments. Must possess a thorough knowledge of dental instruments and four handed dentistry. Documents all necessary information and services inpatient charts and computer. Sets up and prepares for daily Dental Clinic operation. Must be ready to accept clients prior to the beginning of the scheduled clinic. May be asked to work at times other than ones regularly scheduled. Has a working knowledge of all front desk duties. Answers phone calls in a pleasant and professional manner, makes appointments, handles cancellation calls, can reschedule appointments, makes confirmation calls, provides answers to questions, and directs calls requiring further information to an appropriate person. Greets and checks in clients when needed. Looks up insurance information for patients prior to their appointment. Can assist with billing and receiving payments when needed. Interacts positively with families during clinic. Positively distributes dental care information and promotes dental care. Performs weekly and monthly clinic maintenance duties as instructed by Supervisor (e.g., spore testing, autoclave cleaning, and cleaning suction traps). Daily cleaning of floors and working surfaces of the clinic and restocking all units with supplies. Prepares supplies and equipment for all hospital dentistry cases and be able to perform all hospital dentistry dental assisting duties as instructed by dentist and Supervisors. Assists the dentist in giving referral paperwork and information to other services needed, including those at Macon County Health Department (MCHD). Processes requests for dental records from dentists, Illinois Department of Public Aid (IDPA), or other agencies.</p>
How to Apply:	<p>Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, www.maconcountyhealth.org to print a copy of the application. Completed applications should be submitted to Macon County Health Department Attention: HR at 1221 E. Condit, Decatur, Illinois, 62521 or emailed to hr@maconchd.org.</p>