



Macon County Health Department

Job Opening

- Job Title:** Dental Clerical Support (Part-Time)
- Division:** Dental Clinic
- Minimum Qualifications:** Minimum of High School Diploma or General Education Diploma (GED) with two (2) years of experience required.
- Experience working with families preferred. Must have excellent communication, phone, and organizational skills. Must have knowledge of general office procedures/equipment and have basic computer skills. Must be able to work effectively under stress. This position requires an individual be physically able to meet the demands of the job including bending, squatting, and lifting up to 25 pounds. Must have the ability to work with diverse community groups. Responsible at all times to protect the confidentiality of each client's file.
- Summary of Job Duties:** Prepares the Dental Clinic reception area and is ready to accept clients prior to the beginning of the clinic. Distributes dental care information and promotes dental care. Makes referrals to appropriate services when needed and serves as link between community agencies and customers. Answers department phone and provides courteous customer service during face-to-face or phone encounters. Answers questions in a pleasant and professional manner and refers medical questions to appropriate person. Takes messages and passes along to intended party as soon as feasible. Performs cashier duties during clinic. Has proficient knowledge of the various payment systems and fee schedules the clinic has in place. Works with appropriate community entities to schedule their referrals and coordinate payment of services provided. Completes data entry to maintain client information. Performs basic clerical tasks such as typing and filing. Checks in and greets patients at the clinic. Checks out patients after their appointments. Schedules follow up visits. Handles patient requests/concerns.
- How to Apply:** 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.

The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.