

POSITION: Dental Assistant
DEPARTMENT: Macon County Public Health
Grade: 23
Starting Salary: \$32,268.04
Position Number: 51100055
Posted: January 12, 2024
Closing Date: Until Filled



GENERAL DEFINITION OF WORK

The primary purpose for this position is to coordinate the dental program including public relations, community outreach, and school coordination. This position provides management support as needed at the child dental clinic operated by Macon County Public Health, as well as support to the department where assigned/needed. This position also serves as a Dental Assistant as needed in Child Dental Clinic.

Position entails dental assistant work including, but not limited to: assisting dental provider, developing and mounting X-rays, maintaining dental equipment and supplies, sterilization, inventory control, providing education to clients, and other related duties. May also include verbal and written instructions to patients, family, health care staff, schools and other groups in basic oral hygiene; may maintain records and recall lists, answer phone and enter appropriate data into patient electronic dental record.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of dental equipment, instruments, and procedures.
- Considerable knowledge of dental office business procedures.
- Considerable knowledge of preparation methods and dental materials.
- Ability to maintain records, inventories, and patient histories.
- Ability to deal tactfully with patients.
- Ability to observe, evaluate, and report required information pertaining to a dental or dental assistant student.
- Ability to orient dental and dental assistant students, other health care personnel, and patients.

EDUCATION AND EXPERIENCE

Completion of a dental assistant program from an appropriately accredited institution and one year of on-the-job training as a dental assistant and required x-ray training when needed; or an equivalent combination of education and experience. Minimum Education and Experience for a Trainee Appointment - High school or General Educational Development diploma

SPECIAL REQUIREMENTS

- Valid driver's license

HOW TO APPLY:

Applicants must register online or in person with NCWorks. A State application (PD-107) is required and may be obtained at and submitted to the

NC Works Career Center

23 Macon Avenue

Franklin, N.C.

Mail to:

5 West Main Street

Franklin, NC 28734

and must be submitted on or before the closing date. **Online applications are not available.** Please include 3 references with contact information and a valid email address for all correspondence from the employer to the applicant. Resumes will not be considered.

AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER

All prospective employees are subject to a criminal background check