



330 Vermont • Quincy, Illinois 62301 • Phone 217-222-8440 • Fax 217-222-8508

Excellent Opportunity to Join ACHD Dental Team

The Adams County Health Department Dental Clinic is seeking applicants for a part-time **DENTAL ASSISTANT**. The assistant will work under the clinical supervision of the dentist and the administrative supervision of the Dental Supervisor. Duties include assisting in the smooth flow of patient scheduling from reception to operator, coordination of activities of several operatories through proper time utilization, resources, abilities and patient needs. All other duties and responsibilities as assigned. Excellent customer service skills are necessary to provide efficient, competent service in an organized manner.

Responsibilities:

- Welcome customers in dental office
- Prepare customers for treatments or checkups ensuring their comfort
- Select and set up instruments, equipment and material needed
- Sterilize instruments according to regulations
- Assist the dentist and dental team
- Undertake lab tasks as instructed
- Provide oral hygiene and post-operative care instructions and patient education
- Keep the dental clinic clean and well-stocked
- Schedule appointments
- Maintain accurate patient records and assist with payment procedures

The Adams County Health Department is a full-service dental clinic that is open from 7:00am – 5:00pm; position is part time.

Minimum Qualifications:

- High School graduate or equivalent
- Excellent communication and people skills
- Attention to detail
- Well-organized and reliable

Preferred Qualifications:

- Proven experience as dental assistant
- Knowledge of dental instruments and sterilization methods
- Understanding of health and safety regulations
- Certification of Completion of Registered Dental Assistant Exam
- Coronal Polishing Certificate
- Current CPR/BLS Certification

To apply for a position, please submit the following to healthjobs@co.adams.il.us:

- Current Resume
- 3 Professional References

We hold all applications for a period of six months and will contact qualified applicants with applications on file. Adams County Health Department no longer accepts paper applications. We are an Equal Opportunity Employer.