



Madison County Health Department

◇ 493 Medical Park Drive ◇ Marshall, NC 28753 ◇

◇ Tel: 828-649-3531 ◇ Fax: 828-649-9078 ◇

www.madisoncountyhealth.org

Marianna T. Daly, MD, MPH
Health Director/Medical Director

Tammy Cody, BS
Deputy Health Director

VACANCY ANNOUNCEMENT

TITLE: Dental Assistant Supervisor

GRADE: 61

SALARY: \$24,283 - \$36,791

DESCRIPTION OF WORK:

- Supervisor of one Dental Assistant
- Responsible for performance management of Dental Assistant
- Assure the dental operatory rooms and all items necessary to do the business of dental procedures to be operational during normal working hours
- Present at the assigned work station, ready to meet the oral health need of all Dental Center patients and assuring patient and doctor's needs are being met
- Assists with responsibility for productivity in the dental center
- Once trained and competent, will provide any and all expanded duties as allowed by NC Board of Dental Examiners and approved by the Dentist and the Health Director
- Supports patient care and flow by ensuring productivity for Dental Center patients
- Works with the Dental Office Manager and assists with initiating, organizing and participating in activities, events, and community projects to promote the Dental Center to the citizens of Madison County, with the purpose of meeting and exceeding productivity and service goals
- Participates in Quality Improvement activities
- Other duties as assigned by the Dental Center Office Manager

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the principles, methods and techniques of dental procedure
- Thorough knowledge of the use and care of equipment used in a dental clinic
- Considerable knowledge of administrative standards
- Ability to establish harmonious working relationships between the dental student and dental assistant and to supervise staff and students

MINIMUM TRAINING AND EXPERIENCE:

- Completion of a dental assistant program from an appropriately accredited institution and one year of experience as a dental assistant
Or
- High School or General Education Development diploma AND two years of experience as a dental assistant
Or
- An equivalent combination of education and experience

License or Certification Required by Statute or Regulation:

Madison County Public Health: *EveryWhere, EveryDay, EveryBody*

- High School diploma or GED certificate
- Completion of accredited course in dental assisting preferred
- Current CPR required
- Dental Radiology

Additional Training Requirements: Maintains Dental Assistant II CEUs and participates in other training related to developing supervisory and other skills related to dental and public health duties. Cross trains and is able to function as a dental office manager, as needed

CONDITIONS OF EMPLOYMENT:

Applicants must have a valid NC driver's license and reliable transportation. All applicants tentatively selected for this position will be required to submit to a urinalysis to screen for illegal drug use. A criminal records check will be conducted.

APPLICATION PROCESS:

Applicants will be given credit only for information provided in response to this announcement. No additional information will be solicited or considered by this office, therefore, persons who submit incomplete applications may not receive full credit for their education, training and experience. Applicants will not automatically be given credit based on their position title.

A NC State Application Form (PD 107) and official high school and/or college transcripts must be submitted to:

Tammy Cody, Deputy Health Director

Address:
Madison County Health Department
493 Medical Park Drive
Marshall, NC 28753

Or

Email:

tcody@madisoncountync.gov

CLOSING DATE: Position is open until filled.

Madison County Public Health: *EveryWhere, EveryDay, EveryBody*