



## Madison County Health Department

◇ 493 Medical Park Drive ◇ Marshall, NC 28753 ◇

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

[www.madisoncountyhealth.org](http://www.madisoncountyhealth.org)

Tammy Cody, MHS  
Health Director

Melissa Robinson, MD  
Medical Director

## VACANCY ANNOUNCEMENT

The Madison County Health Department has an opening for a part-time Dental Assistant in our dental clinic. The Madison County Dental Center has a wonderful team consisting of one dentist, two dental assistants, one dental hygienist and an office manager. We are looking to add to this amazing team.

### DESCRIPTION OF WORK:

- 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 workstation, ready to meet the oral health need of all Dental Center patients and ensure patient and doctor's needs are being met
- Assists with responsibility for productivity in the dental center
- Once trained and competent, will provide 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
- Ability to understand and follow oral and written instructions.
- Ability to interpret and maintain records and reports.
- Ability to deal tactfully with the public and to exercise good judgment in appraising situations and making decisions.
- Considerable knowledge of administrative standards
- Ability to establish harmonious working relationships between the dentist, hygienists, dental students and dental assistants

### SCHEDULE

- Days and hours are open for discussion as this is a part-time position.

## 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:

- High School diploma or GED certificate
- Completion of an accredited course in dental assisting preferred.
- Current CPR required or willing to obtain within the first month of employment.
- 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 can function as a dental office manager, as needed.

## REQUIREMENTS:

**Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. This position is subject to health and safety-sensitive random drug testing.**

## APPLICATION PROCESS:

This position is open until filled. Please submit a North Carolina State Application (PD 107) with a cover letter **official high school and/or college transcripts**. Application (PD 107) may be obtained at <https://www.madisoncountync.gov/employment-opportunities.html>.

Applications will be accepted at the Madison County Health Department  
493 Medical Park Drive  
Marshall, NC

**or mailed to**

Kathy Price, Madison County Health Department  
493 Medical Park Drive, Marshall, NC 28753.

Applications will also be accepted via email to: [kprice@madisoncountync.gov](mailto:kprice@madisoncountync.gov)