December 6, 2021

DENTAL ASSISTANT  
Position #: 463-10-008  
Salary Grade 59  
Hiring Range $34,548 to $55,230

Salary offer will be commensurate with experience, education, and equity with others in the agency upon hire. 
Local government entities may not offer salary levels outside of the posted salary range for each job posting. 
It is the practice of GVPH to post the entire salary range for each job posting from hiring amount to top of the range.

Granville Vance Public Health is currently accepting applications for the position of Dental Assistant for the Carolina Fellows Family Dentistry clinic in Oxford, NC. This position provides primary support to dentists for all dental procedures and assists dental hygienists, other dental assistant, and community programming staff. The dental assistant may also provide administrative support in scheduling and confirming appointments, filing, and scanning electronic records.

General duties and responsibilities include:

- Set up, break down and turn over operatories between patients,
- Prepare and arrange procedure-specific instrument trays, mix impression and filling materials,
- Monitor and record patient behavior and vital signs (BP, HR, and temperature),
- Take intra- and extra-oral x-rays in accordance with NC radiological guidelines, process, and store images,
- Assist with dental screenings and prevention activities in school or community as needed,
- Perform Dental Assistant II procedures as appropriate to clinical protocol and according to regulations of the NC Board of Dentistry,
- Clean and sterilize surfaces, instruments, and equipment in compliance with CDC, OSHA, and agency,
- Provide education on dental health and clinic procedures to clients, families, and community groups,
- Enter appropriate patient information into computer procedural templates,
- Assist front office staff with administrative activities as requested.

MINIMUM QUALIFICATIONS: 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.

PREFERRED EXPERIENCE: Experience in a mission-focused dental clinic primarily serving Medicaid and uninsured patients is preferred. Neatness, accuracy, ability to work well with others, and confidentiality are essential.

COMPENSATION PACKAGE: GVPH offers competitive benefits including paid group medical insurance, N.C. Local Government Employees Retirement System membership, thirteen paid holidays, and vacation and sick leave. Other voluntary group benefit options are available, including 401(k), 457(b), dental insurance, life insurance, vision insurance and flexible spending accounts.

APPLICATION PROCESS: Interested applicants must submit a cover letter, completed State application (PD 107), and three work-related reference contacts email to humanresources@gvdhd.org or to:
Personnel Director  
Granville-Vance District Health Department  
Post Office Box 367  
Oxford, North Carolina 27565

SELECTION PROCESS: The selection process includes review of qualifications, structured interviews, reference checks on qualified applicants and successful completion of pre-employment drug screen. The position is open until filled.

GVPH IS AN EQUAL OPPORTUNITY EMPLOYER.