



Baxter Community Center

JOB POSTING **Dental Receptionist – Part-Time**

Nature of Work:

This position of organization, communication and support is vital to a well-run clinic. Building rapport with patients is essential and involves introducing them to services as well as patient responsibilities.

Areas of Accountability:

1. To live out the mission, vision and core values of Baxter Community Center.
2. Scheduling and confirming appointments and premeds needed with calls 1- 2 days prior to the date, filling cancellations.
3. Informing patients reference length and reason for appointments, payment policies and expectations of payment, as well as “cancellation, early arrival and no-show policies”.
4. Chart upkeep with current patient health history.
5. Handling all payments
6. Help prepare documentation and monthly reports for the Brush Up for Baby (BUFB) grant with responsibility taken for moving patients through the program toward completion and alerting staff to any changes in clinic schedules, meetings or cancelled days.

Desirable Qualifications and Expectations:

- Previous experience working in holistic clinic.
- An understanding of basic dental procedures and protocol
- Pre-employment physical and a physical every 2 years of employment.
- Criminal record statement.
- First Aid training every 3 years.
- Strong verbal communication skills.
- Cross-cultural experience.
- Honest, confidential, loyal and trustworthy.

Other:

- This is a part-time position, Tuesday-Friday. Benefits include free childcare for employee’s child(ren) during working hours if space is available.

To Apply:

Submit cover letter and resume by August 16, 2010 by mail to: Executive Director, Baxter Community Center, 935 Baxter Street SE, Grand Rapids, MI 49506; or by FAX to: (616) 456-8595; or by email to: info@baxtercommunitycenter.org. Please indicate on any communications the title of the position for which you are applying.