



Dental Assistant

Knox Public Health is seeking a Dental Assistant for a position in the Knox County Community Health Center dental clinic. The responsibilities of this position will include but not be limited to: provide support to dentists by completing the following duties: preparing patients for dental treatment, ensuring chair side assistance, helping with dental procedures, taking and developing radio-graphs including digital radiography; record patient entries & documenting treatment plans.

Requirements of this position are high school diploma (certified dental assistant preferred) and radiology certification.

Applicant must have dentistry knowledge, strong interpersonal and listening skills, dexterity, being able to stay calm under duress, ability to spend hours on their feet, written and communication and excellent computer skills.

This position is Regular, full-time 40 hours per week, 8:00 a.m. – 4:30 p.m. Monday – Friday, subject to a rotating, or flexible, shift schedule; may work additional hours, evenings, and/or weekends as required.

Benefits include paid holidays, vacation, sick time, personal leave, and retirement; health, dental, and vision insurance available. Interested applicants should submit their resume and application for employment to Human Resources, Knox Public Health, 11660 Upper Gilchrist Road, Mount Vernon, OH 43050 or email to resume@knoxhealth.com. Position open until filled. Application for employment can be found on our website @ www.knoxhealth.com.

Knox Public Health regularly accepts resumes which are kept on file for one year from the date received.

Resumes can be sent to:

**Human Resources
Knox Public Health
11660 Upper Gilchrist Road
Mount Vernon, OH 43050**

Knox Public Health is an Equal Opportunity Employer Provider