



Dental Patient Service Representative

Knox Public Health has a full-time Dental Patient Service Representative position open in our Knox County Community Health Center (KCCHC) division. The responsibilities of this position will include but not be limited to: Performing a variety of administrative, clerical and KCCHC program related tasks. Assist in daily office needs including data entry of patient demographics, scheduling patient appointments, and assisting clients.

Requirements of this administrative support position is one year minimum experience in front desk with a general dentistry focus. Familiarity with dental office procedures, terminology and software (experience with eClinicalWorks EMR is a plus). Applicant must be proficient in communication, computer, organizational and customer service skills. Minimum of a high school diploma or Administrative Assistant technology certificate preferred and at least two (2) years office practice experience. Applicant must have the ability to manage multiple tasks in an efficient and accurate manner.

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; 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.

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

11/22/2024 (jef/ah/kh)