



DENTAL TRIAGE/SCHEDULING ASSISTANT

Job Requisition #20-0005
Location: **Riverside Health Center**
Application Deadline: **Until Filled**

Hours Per Week: **40**
Status: **Full Time**
Benefit Eligible: **Yes**

All people share a powerful need for the basic necessities of a good life and a place that understands that good health starts with a caring touch and a kind word. Since 1971, the Community Health Centers of Burlington (CHCB) has provided access to high quality health care regardless of financial status or life circumstance. We strive to improve the health of all within the communities we serve in an environment that conveys respect, offers support, and encourages people to be actively involved in their own health care. Our positive, mission-minded staff make CHCB a great place to work!

CHCB is an innovative Federally Qualified Health Center with eight sites throughout Chittenden County and southern Grand Isle County. We are an Equal Opportunity Employer and are especially interested in candidates who can contribute to the diversity and excellence of the organization. We offer a generous benefits package to eligible employees and a competitive minimum hourly wage for entry-level positions.

Essential Duties

The Dental Triage and Scheduling Assistant is responsible for the organization, management, and scheduling of patients. The Dental Triage and Scheduling Assistant is responsible for maintaining the dental schedule and provides top-notch customer service to CHCB dental patients.

Basic Qualifications

- High School Diploma or GED
- Knowledge of dental office procedures.

Knowledge, Skills and Ability

- Effective oral and written communication skills are required
- Ability to attend to multiple tasks at the same time and to prioritize assignments and responsibilities to ensure compliance with established deadlines and protocols.
- Knowledge of dental procedures and the ability to triage patients to assess their dental needs.
- A comprehensive knowledge of dental clinical protocols and daily operations of scheduling, treatment plans, re-care, and emergent care appointments.
- Cognizant of the expectations and concerns of the Health Center's dental patient's and be able to respond in an empathetic manner.

To apply for this position, please send a resume and cover letter to: HR@CHCB.org

The Human Resources Department will contact applicants who have been chosen to continue through the applicant selection process.

Learn More! See our Website at www.chcb.org/careers/positions-available