



---

## **Job Postings:**

### Dental Assistant

Adams County Health Department has a full time opening for an Assistant in our dental clinic. Must maintain a high level of confidentiality and professionalism and comply with all federal, state, and local laws related to HIPAA .

High school diploma required and two years of experience working in a dental clinical setting. Associates degree preferred. CPR certification required and may be obtained upon hire.

Duties involve answering phones, returning messages, calling in prescriptions, reviewing eligibility for services, greeting patients, scheduling and confirming appointments, reviewing charges and collecting payments. Also includes general administration tasks such as photocopying, scanning, faxing, printing, sorting and filing forms.

Position includes the following benefits:

- Health insurance provided by employer to the individual employee
- Pension provided by IMRF
- Flexible scheduling and compensatory time
- Annually: 10 days vacation, 12 days sick leave, 2 days personal time, 2 days merit time, 12 holidays.
- Dental Insurance is available to purchase

Send Resume to Debra Laird at [dlaird@co.adams.il.us](mailto:dlaird@co.adams.il.us)