



Choctaw HealthCenter

Dental Program
210 Hospital Circle
Choctaw, MS 39350-6781
PH: 601.389.4030

JOB ANNOUNCEMENT# 362142

Position Title: Dental Receptionist
Salary: Grade 8
Supervisor: Dental Director
Job Location: CHC Dental Clinic and other Clinics
Type of Employment: Regular Full Time/Non-Exempt/Essential
Opening date: MAY 22, 2023 **MAY 22 2023**
Closing date: JUNE 05, 2023 OR UNTIL FILLED

Scope of Service and Effect:

The purpose of this position is to serve as the primary contact between the Choctaw community and the CHC Dental Center. The incumbent is responsible for the orderly and consistent utilization of our resources to provide excellent quality dental care. The incumbent is an administrative assistant involved in greeting patients, distributing related dental forms and collecting personal health information from patients of the Dental Program within the Choctaw Health Center. The incumbent will work primarily at the Choctaw Health Center, but occasionally may need to travel to the satellite clinics.

Responsibilities and Duties:

1. Responsible for all secretarial and administrative clerical duties relative to the functioning of the dental program. Works closely with the dental support assistant and dental staff and helps handle the administrative functions of the dental office.
2. Responsible for greeting and checking in dental patients for their dental appointments and having the patient fill out any necessary paperwork prior to their appointment.
3. Responsible for scanning in health questionnaires, informed consent forms, and other documents into the proper location in the Dentrix Enterprise electronic dental record (EDR).

4. Assists in scheduling dental appointments for the Dental Center clinic in the EDR. Responsible for reserving necessary rooms for staff meetings and in-services.
5. Checks for completeness of dental records and ensures each patient record has a current signed medical history.
6. Responsible for scheduling patient appointments with dental specialists as requested by dentists and transmits radiographs and other pertinent patient information to the specialist's office. Responsible for following HIPPA and other regulations when transmitting patient's health information and using every means possible to protect patient's personal and health information.
7. Assists in the completion of the NPP forms for dental patients.
8. Other duties as assigned.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

Physical Demands (if applicable):

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include depth perception, reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.

Qualifications:

1. Two (2) years' experience with reception duties in a health care setting or equivalent.
2. High school diploma or GED certificate. Must be proficient with computers.
3. Bilingual skills in English and the Choctaw language.
4. Must possess a valid Mississippi driver's license and automobile liability insurance.
5. A record of satisfactory performance in all prior and current employment positions as evidenced by positive employment references from previous and current employers.
6. Completion of Criminal Background Investigation and must pass a pre-employment drug test.
7. Candidates will be required to show proof of being fully vaccinated against

COVID-19 virus; either 2 doses of the Pfizer or Moderna vaccines, or the 1-dose J & J vaccine. A copy of the vaccination card, or a copy of a medical exemption, which confirms the recognized clinical contraindications to COVID-19 vaccines from the applicant's licensed provider certifying the applicant is excluded from receiving the vaccine is required to be attached to the employment application.

In accordance with the Choctaw Health Center Employee Health Program, a pre-employment physical examination is required and an annual physical examination while employed at CHC.

*****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed

IF INTERESTED, SEND APPLICATION TO:

**Mississippi Band of Choctaw Indians
Human Resources
P. O. Box 6033, Choctaw Branch
Choctaw, MS 39350**