



OPEN POSITION

TITLE:	DENTAL RECEPTIONIST
LOCATION:	CEDAR CITY, UT
STATUS:	PART-TIME, NON-EXEMPT, HOURLY
BENEFITS:	PTO & 401K MATCH
PAY:	STARTING AT \$10/HR (DOE)
CLOSE:	ONCE FILLED

JOB SUMMARY

Coordinates, maintains, and organizes all administrative tasks associated with the front office. This includes welcoming patients, answering phones, checking, and responding to emails, answering patient inquiries, scheduling appointments, verifying, and checking insurance coverage, organizing, and calling unscheduled continuing care appointment, creating dental insurance claims and entering claim payments. Respect and always maintain the privacy and dignity of patient and assure patient confidentiality.

REQUIREMENTS

General Requirements:

- Must be insurable through the Tribe's vehicle insurance required.
- Must pass a criminal and fingerprint background check according to P.L. 101-630 standards required.
- Must pass a pre-employment alcohol/drug screening required.

Education & Experience:

- High School Diploma or equivalent required.
- One (1) year experience in a dental office required.

License & Certification:

- Must possess, maintain, and provide proof of a valid Driver's License required.
- Must obtain a valid First Aid and CPR Certified (Red Cross or American Heath Association) within three (3) months of hire date and maintain thereafter required.
- Must obtain a valid X-ray Certification within six (6) months of hire date and maintain thereafter required.

HOW TO APPLY

Application is available via link (<https://adobe.ly/3liFnyc>) or can be obtained online at www.utahpaiutes.org/employment. Please submit your completed application with the following attachments: resume, a copy of your Driver's License and any additional degrees, certificates, licenses required in the announcement. to: Fax: 435.238.4987 or ATTN: HR Manager, 440 N Paiute Dr., Cedar City, UT 84721.

