Job Title: Dental Receptionist (Part Time)

Program: Dental Clinic

Job Summary:
Catholic Charities Diocese of Fort Worth is opening a new non-profit dental clinic in October of 2012 to serve low income residents of the Diocese of Fort Worth. Full service dental care will be provided by our team who are all unified with similar goals and objectives. Treatment plans will be based solely on patient needs. We anticipate every day of work to be a rewarding experience as you travel home and think over those you have treated with excellence and compassion. This full time benefited position is responsible for interaction with patients at the front desk, appointing patients, answering phones and providing administrative support with in the Dental Clinic.

Requirements:
- Schedule and confirm patient appointments
- Greets patient and assists with filling out intake forms, or provide and information and referral
- Receives and logs client into Eaglesoft computer system
- Answering phone calls and helping patients in a professional courteous manner
- Managing multiple lines and respond to voice mail
- Follows set procedures in carrying out instructions with general supervision.
- Compiles data, performs data entry, and completes forms or reports

Qualifications:
- Excellent interpersonal skills
- Proficient in electronic dental billing, using dental software, & all components of MS office
- High school diploma
- 1 year experience in a dental office
- Must have experience working in a paperless office and be familiar with Eaglesoft dental software
- Knowledge of Texas Dental code regulations
- Ability to work as part of the health care team
- Dental Assisting experience a plus
- Bilingual in English and Spanish

Work Hours and Location:
Work hours will vary with early starts or late closes based on patient needs Monday through Thursday between 7:00 am to 7:00 pm. The work location is at the Catholic Charities office at 249 West Thornhill Drive in Fort Worth, Texas 76115.

TO APPLY
Interested persons should fax or email a cover letter, resume, & salary requirements to:
Catholic Charities, Diocese of Fort Worth, Inc.
Attn: Human Resources
249 West Thornhill Drive
Fort Worth, TX 76115
Fax: (817) 535-8779
Email: resume@ccdofw.org

Date Posted: 08/07/2012
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