

**RAVENSWOOD FAMILY DENTISTRY
JOB ANNOUNCEMENT
BILINGUAL DENTAL FRONT DESK/RECEPTIONIST**

Ravenswood Family Dentistry is a dental clinic located in East Palo Alto. We offer dental care to people of all ages, regardless of their ability to pay. As a multi-cultural community dental clinic, our goal is to provide excellent dental care to our patients.

Summary:

Ravenswood Family Dentistry seeks a compassionate, bilingual Spanish/English, experienced Dental Receptionist to be a part of the dental front office team. We offer competitive salaries and benefits

Responsibilities:

- Greets patients/visitors in a prompt, courteous and respectful manner
- Answers phones, provides information, screens calls, takes messages and/or directs calls to appropriate individuals.
- Checks patients in, updates information and verifies insurance eligibility
- Schedules and confirm dental appointments
- Follows up with patients who have missed appointments and reschedules as appropriate.
- Collect patient payments/copays as appropriate.
- Maintains the lobby and work area in orderly manner.
- Understands and can utilize some form of dental software applications (Dentrix a Plus)
- Exceptional customer service skills to our patients and co-workers
- Commitment to our organization's mission
- Dependable with a good work ethic
- Team player, quick learner, flexible with the ability to adjust pace to the needs of the office.
- Participates in quality improvement programs and initiatives
- Follows clinic protocols around patient safety and patient confidentiality
- Other duties as assigned and requested

QUALIFICATIONS

- Bilingual/Biliterate Spanish and English required
- High School Diploma or GED
- Minimum 1 year of Dental front office experience is required.
- Knowledge of Dental Terminology
- Valid CPR/BLS

Submit your resumes to:

resumes@ravenswoodfhc.org

FAX: 650-321-8576