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