

## **Dental Clinic Administrative Assistant**

### **Fowler Dental Clinic, Monroe WI**

Part time 16 hours per week opportunity in a children's dental clinic located in Monroe WI.

#### **Responsibilities:**

Routine communication with patients, volunteers, area medical/dental providers and clinics.

Completion of routine reports, and required correspondence.

Assist Executive Director in coordination of clinic activity.

If trained, provide clinical support including equipment maintenance, supplies and chairside assisting.

#### **Education and/or Experience:**

Must have:

Outgoing, dynamic personality who enjoys working with people and children.

High School diploma or GED certificate.

Willingness and ability to learn new tasks.

Comfortable with the operation of typical office equipment, phone systems and computer programs.

Not required but of benefit:

Previous customer service experience.

Ability to speak Spanish.

Completion of an accredited course in dental assisting.

One to three months related dental experience or training.

Familiar with HIPAA compliance and confidentiality.

Current CPR certification.

**Salary:** \$12.00/hour

**Application Deadline:** A SWCAP application form must be received at SWCAP, 149 N. Iowa St, Dodgeville, WI 53533 by March 29, 2019. For a position description and application form call (608) 935-2326 or download at [www.swcap.org](http://www.swcap.org) employment.

Fowler Dental Clinic is an affirmative action/equal opportunity employer. M/F/H