



# Looking for Work That Matters?

# We're Hiring! Join Our Team.

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## We are Accepting Applications for the Following Position: **Hourly Dental Assistant (10536)**

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*Founded in the 1920s and headquartered in Decatur, GA, DeKalb Public Health (DKPH) works to protect, promote and improve the health and well-being of all DeKalb County residents.*

*Our vision is for a healthier DeKalb where all residents have equitable access to public health resources and live healthy lives. If you have a passion for people and are looking to make an impact on the health of the community, we invite you to join our team! For more information about our agency please visit [dekalbpublichealth.com](http://dekalbpublichealth.com).*

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**POSTING DATE: 11/26/2025**

**APPLICATION DEADLINE: 12/26/2025**

**LOCATION:** T.O. Vinson Health Center

**DIVISION/DEPARTMENT:** Community Health /Oral

**SALARY INFORMATION:** \$22.00 Hourly / Pay Grade TPW / Job Code T7001

**DUTIES:** Assists dentist, prepares client and equipment, and keeps records

### Job Responsibilities & Performance Standards:

1. Prepare and maintain dental instruments, materials and equipment.
2. Collect and record patient health histories (dental and medical) and record information for dentist's reference prior to examination.
3. Help patients feel comfortable before, during and after dental treatment.
4. Take and process x-rays.
5. Assist dentist chair-side by organizing and preparing instruments for dentist's use and assisting as needed during procedures.
6. Advise patients in oral hygiene and dental care.
7. Follow through with post-visit duties.
8. Backup the front desk, provide relief and support to front desk functions and perform office duties as requested.
9. Interact positively with a diverse, sometimes difficult, and demanding patient population. Provide service in a manner that is appropriate for the patient's age; demonstrate knowledge and skills necessary to meet the patient's physical, psychosocial, educational and safety needs.
10. Demonstrate commitment to the mission of the organization in promoting dental health.
11. Read, write, and maintain patient records and related administrative documentation.
12. Utilize the requisite tools, systems, technology and equipment in the collection of patients data, records management and collections.
13. Demonstrate knowledge of dentistry procedures, clinic infection control procedures, cleaning and sterilization of instruments, tray setup and materials.

### Sample Technical Competencies:

1. Knowledge of dental terminology, procedures, and instruments
2. Knowledge of X-ray equipment and ability to operate equipment safely and effectively
3. Ability to use appropriate cleaning and sterilization procedures and methods
4. Ability to keep accurate dental records

5. Ability to perform life saving techniques (CPR, AED)

**MINIMUM QUALIFICATIONS:** Vocational/Technical degree in dental assisting from an accredited college

**OR**

High school diploma or GED AND Six months of experience in a dental setting.

**PREFERRED QUALIFICATIONS:**

Bi-Lingual Required- Spanish

**NOTE:** Thank you for your interest in DKPH. Due to the volume of applications, we are unable to provide application status by phone or email. All qualified candidates will be considered but may not necessarily receive an interview.

**Selected applicants will be contacted for next steps. Applicants who are not selected will not receive notification. We have the right to close any position at any time for any reason.**

Employment with DeKalb Public Health is not complete or official until applicants meet all pre-employment requirements. Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

**ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN:** "Career Opportunities" at [Job Opportunities | Locations: dekalb county | Sorted by Posting Date descending | JOB OPPORTUNITIES \(governmentjobs.com\)](#) *If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:* [jannise.gray1@dph.ga.gov](mailto:jannise.gray1@dph.ga.gov).

**DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.**