Looking for work that matters?
We're hiring! Join our team.

DeKalb PUBLIC HEALTH

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

Founded in the 1920s and headquartered in Decatur, GA, the DeKalb Public Health 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 dekalkpublichealth.com.

POSTING DATE: 10/22/2026 **APPLICATION DEADLINE:** 11/22/2026

LOCATION: **Rotating Locations between North, Clifton Springs & T.O. Vinson Health Centers**
DIVISION/DEPARTMENT: **Community Health – Oral Health**

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

Under general supervision, assists dentist in providing dental services by preparing patients, instruments, materials, and equipment for dental examinations and procedures. Collects and documents patient medical and dental histories, takes and processes dental X-rays as authorized, provides chairside assistance, and performs post-treatment duties to support efficient clinical operations.

The Dental Assistant maintains appropriate infection prevention and control practices, cleans and sterilizes dental instruments, maintains accurate patient records, and provides basic oral health education. This position also supports front desk operations and related administrative functions as needed. The Dental Assistant promotes a safe, welcoming, and respectful environment while delivering services to patients of diverse ages, backgrounds, and healthcare needs in support of DeKalb Public Health's mission to improve community oral health.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Chairside Dental Assistance
- Prepare patients, dental instruments, materials, and equipment for examinations and dental procedures.
- Assist the dentist chairside by organizing, arranging, and providing instruments and materials during treatment.
- Anticipate procedural needs and respond to the dentist's instructions to support safe and efficient delivery of dental services.
- Help patients feel comfortable before, during, and after dental treatment.
- Provide assistance appropriate to the patient's age, physical needs, psychosocial needs, educational needs, and safety requirements.
- Complete post-treatment duties, including preparing treatment areas for the next patient and replenishing supplies.
- Follow established clinical protocols and perform assigned duties within the scope of training and authorization.

2. Patient Intake and Health History Documentation
- Collect and document patient medical and dental histories before examinations and treatment.
- Obtain and record relevant patient information for the dentist's review.
- Update patient records as appropriate and communicate pertinent information to the dental team.
- Identify incomplete documentation or information requiring clarification and refer it to the appropriate clinical personnel.
- Maintain accurate, legible, and timely patient records in electronic or paper-based systems.
- Protect confidential patient information in accordance with applicable privacy requirements and organizational policies.

3. Dental Radiography and Clinical Support
- Take and process dental X-rays in accordance with applicable requirements, established protocols, and assigned authorization.
- Operate dental radiography equipment safely and effectively.
- Follow applicable radiation safety practices and procedures.
- Prepare dental materials and treatment trays according to the procedure being performed.

- Maintain and organize dental instruments, supplies, and equipment.
- Notify the appropriate personnel of equipment malfunctions, supply shortages, or other issues affecting clinical readiness.

4. Infection Prevention, Instrument Processing, and Equipment Maintenance
- Clean, disinfect, package, and sterilize dental instruments using approved procedures.
- Follow established infection prevention and control practices, including appropriate hand hygiene and use of personal protective equipment.
- Prepare and maintain dental treatment rooms, instruments, equipment, and work surfaces in accordance with clinic procedures.
- Follow proper procedures for handling, transporting, and disposing of contaminated materials, sharps, and regulated waste.
- Monitor instrument-processing supplies and maintain required sterilization documentation and logs.
- Report infection control concerns, equipment problems, and safety hazards promptly.
- Maintain an orderly, clean, and safe clinical environment.

5. Patient Education and Customer Service
- Provide basic oral hygiene and dental care education consistent with established guidance and the dentist's treatment recommendations.
- Reinforce instructions regarding preventive dental care, oral hygiene practices, and post-treatment care.
- Communicate respectfully and professionally with patients and families.
- Demonstrate patience, professionalism, and appropriate judgment when interacting with diverse, upset, anxious, or demanding patients.
- Recognize and respond appropriately to patient concerns, referring clinical questions or complex issues to the dentist or other authorized clinical personnel.
- Support a welcoming environment that promotes patient dignity, comfort, safety, and satisfaction.
- Demonstrate commitment to DKPH's mission of promoting dental health and improving access to oral healthcare.

6. Administrative and Front Desk Support
- Provide backup and relief for front desk functions as needed.
- Assist with patient check-in, appointment-related activities, telephone inquiries, and routine office duties as assigned.
- Enter, retrieve, and maintain patient information using approved records-management systems and technology.
- Prepare, organize, and maintain patient records, forms, reports, and other administrative documentation.
- Assist with collecting and processing required patient information and documentation in accordance with established procedures.
- Use appropriate tools, technology, and equipment to support patient data collection, recordkeeping, and assigned administrative functions.
- Maintain confidentiality when handling patient information and administrative records.
- Communicate scheduling, documentation, and patient flow concerns the appropriate personnel.

7. Teamwork and Operational Support
- Coordinate with dentists, other dental staff, administrative personnel, and program leadership to support daily clinic operations.
- Maintain adequate supplies and assist with inventory tracking and restocking.
- Follow established clinic procedures, safety requirements, and operational policies.
- Participate in required meetings, training, and professional development activities.
- Assist with maintaining efficient patient flow and continuity of dental services.
- Perform other related duties as assigned.

COLLABORATION, COMMUNICATION, AND PROFESSIONAL PRACTICE
- Communicate clearly and professionally with patients, families, dentists, coworkers, and other healthcare personnel.
- Works collaboratively with the dental team to support safe, efficient, and patient-centered care.
- Maintains confidentiality and safeguards patient health information.
- Provides respectful service to patients from diverse cultural, linguistic, socioeconomic, and age groups.
- Follows established clinical instructions, infection control procedures, and administrative protocols.
- Recognizes the limits of assigned responsibilities and refers clinical questions or concerns to the appropriate licensed professional.
- Reports safety concerns, equipment issues, and infection control risks promptly.
- Demonstrates professionalism, reliability, accountability, and commitment to quality service.

BEHAVIORAL COMPETENCIES
The successful candidate demonstrates:
- **Patient-centered service:** Helps patients feel comfortable and treats each person with dignity, patience, and respect.
- **Attention to detail:** Maintains accurate records, prepares instruments correctly, and follows established clinical procedures.
- **Infection prevention and safety:** Applies appropriate cleaning, sterilization, and safety practices consistently.
- **Teamwork:** Works effectively with dentists, clinical staff, and administrative personnel.
- **Communication:** Explains routine care instructions clearly and communicates patient concerns to the appropriate personnel.
- **Organization and time management:** Prepares treatment areas, maintains supplies, and supports timely patient flow.
- **Adaptability:** Adjusts to changing patient needs, clinic priorities, and assigned administrative responsibilities.
- **Confidentiality and integrity:** Protects sensitive patient information and follows organizational requirements.
- **Problem-solving:** Identifies routine operational issues and seek assistance when concerns exceed assigned authority.
- **Professionalism:** Maintains a courteous, dependable, and service-oriented approach in a public health setting.

MINIMUM QUALIFICATIONS:
High school diploma or equivalent and six months of experience in a dental setting
OR
Completion of a technical school program in dental assisting.

PREFERRED QUALIFICATIONS:

- Bilingual proficiency to support communication with patients and families from diverse linguistic backgrounds.
- Experience assisting with dental examinations and treatment procedures.
- Experience taking and processing dental X-rays.
- Knowledge of dental terminology, instruments, and common dental procedures.
- Experience cleaning, disinfecting, and sterilizing dental instruments and equipment.
- Experience maintaining dental records and using electronic health record systems.
- Experience providing patient education and customer service in a dental, healthcare, or public health setting.
- Current CPR certification, including knowledge of CPR and automated external defibrillator (AED) procedures, if applicable to the position's requirements.

NOTE: Employment with DeKalb Public Health is not complete or official until applicants meet all pre-employment requirements. If this position requires a college degree and you are selected for an interview, you will be required to submit official transcripts to the Human Resources Department prior to any official offer of employment.

Not every applicant will receive an interview and only those selected for an interview will be notified. We have the right to close any position at any time.

Fingerprint Criminal Records Investigation Is Required

ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN: "Career Opportunities" at **www.dph.georgia.gov**

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: Brittany.leslie@dph.ga.gov

DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.