



## Children's Dental Services

### Phone Receptionist

**CDS Mission:** CDS is an independent, non-profit agency dedicated to improving the oral health of children from families with low incomes by providing accessible treatment and education in our diverse Minnesota community since 1919.

#### **Duties:**

- General clerical/reception duties as required, including but not limited to screening calls, making and confirming appointments, and insurance verification
- Providing superior customer service to patients and their families over the phone and in person
- Directing phone calls or visitors to the clinic to the correct staff member as needed
- Interpret/aid in communication with families
- Work until 7:00 p.m. either Tuesday or Wednesday nights, and one Saturday per month.
- Other miscellaneous duties as assigned.

#### **Hiring Specifications:**

Work requires strong oral and written communication skills. Must have a pleasant and professional demeanor. Must be detail-oriented and organized. Successful candidate should also have excellent interpersonal skills and Microsoft Office suite competency, with ability to type at least 25 words per minute.

Bilingual ability (especially English-Spanish or English-Somali) is preferred. Equal opportunity employer.

Knowledge of medical assistance programs is useful. Public and/or community health interest or experience is also helpful.

Great opportunity to grow with a fast-paced non-profit organization. For more information, visit our website at [www.childrensdentalservices.org](http://www.childrensdentalservices.org)

If interested, please submit cover letter and resume to: Sarah Wovcha, Executive Director, [swovcha@msn.com](mailto:swovcha@msn.com), Erianna Reyelts, Senior Manager, [ereyelts2@childrensdentalservices.org](mailto:ereyelts2@childrensdentalservices.org) and Alyssa Beaulieu, Assistant manager, [ABeaulieu@ChildrensDentalServices.org](mailto:ABeaulieu@ChildrensDentalServices.org).

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