

## Happy Camp Dental Receptionist

**Reports To:** Dental Office Manager

**Location:** Happy Camp Dental Clinic

**Salary:** \$9.00 to \$10.00 per hour, depending on experience

**Summary:** The Dental Receptionist shall receive patients and clinic visitors, provide telephone support, schedule appointments and enter other patient data into the RPMS system as indicated. Shall be responsible for the confidentiality and security of all patient information including medical/dental records. Shall have knowledge and follow the current Karuk Tribal Health Program policies and procedures and shall work as a part of the Karuk Tribal Health Program to promote a positive attitude in an environment of continuous quality improvement.

- 1) **What are your typical job responsibilities?** ANSWERING PHONES, SCHEDULING APPOINTMENTS, FILING
- 2) **How do you *really* spend your day?** ANSWERING PHONES, SCHEDULING APPOINTMENTS
- 3) **How do you organize your day to ensure you get everything done?** ONE TASK AT A TIME
- 4) **What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?** WAS TIME TO GET A JOB
- 5) **Uppers; what is the thing that you love most about your job?** INTERACTION WITH PEOPLE
- 6) **Downers; what is the thing that you love least about your job?** NOT ENOUGH PAY
- 7) **What inspires, excites, and/or motivates you in your job?** WORKING WITH PEOPLE
- 8) **What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?** 5 DAYS A WEEK-8 HOURS A DAY
- 9) **How do you relieve stress?** ??
- 10) **Does your job include a lot of traveling? Do you enjoy it?** NO, BUT I WISH IT DID
- 11) **What advice would you give to someone interested in this line of work?** DON'T TAKE EVERYTHING PERSONALLY
- 12) **What does *a typical day in your world* look like?** WORK