



## Employment Opportunity

Position Description	DENTAL RECEPTIONISTS
Work Type	Reception and Administrative Support
Hours:	Part-Time
Location:	Clayton
Closing Date	Open Expressions of Interest

Join a vibrant and expanding health service providing a range of quality health services.

The position of Dental Receptionists Part Time will suit experienced and qualified individuals with a sound knowledge of community health principles and a commitment to dental health services in the community.

Candidate will have the ability to provide:

Administration/Receptionist support services with high quality assistance to dental staff and practitioners and their clients..

The Dental Administration/Receptionist is required to develop solid working relationships with the full range of dental program staff and external providers..

Your proven ability to work well within a team with well developed interpersonal skills and to demonstrate the ability to be organised, efficient and productive will be well regarded.

Continuing personal and professional development will be supported and you should possess a sensitivity to, and understanding of, particular needs of clients from a CALD background as well as well developed written and verbal communication skills.

Basic computer skills are essential

Ability to speak a relevant community language desirable.

MonashLink Community Health Service offers excellent salary packaging, a reward and recognition program and opportunities for personal and professional development.

Contact Person	Dr Felicia Valianatos on 9543-2116
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**Quality | Leadership | Accountability**