



Sonoma County Indian Health Project, Inc.

144 Stony Point Road • Santa Rosa, CA 95401 • Telephone (707) 521-4545 • Fax (707) 526-1016

Temporary Job Announcement

Position:	Temporary – Dental Greeter / Runner
Hours:	Full Time / Non-Benefited / 90 working days
Worksite:	Monday – Friday, 8:00 AM to 5:00 PM
Department:	Santa Rosa
FLSA Status:	Dental
Reports to:	Non-Exempt
Salary Range:	Dental Director
Application Closing Date:	\$15.00 to \$17.00 per hour
	Thursday, September 17th @ 5:00pm

Job Purpose: Under the general direction of the Dental Director, the Dental Greeter/Runner will support Sonoma County Indian Health Project, Inc. (SCIHP) by providing dental patients with a positive experience that follow COVID-19 procedures which ensure patient and employee safety. The Dental Greeter/ Runner will be responsible for greeting patients and escorting them to the Dental Department and back to the front entrance after their appointments. This position will be essential in SCIHP's efforts to prevent the spread of COVID-19. Employer provided Personal Protective Equipment will be required for entire shift.

Qualifications:

- High school diploma or general education degree (GED)
- Exhibits a positive and upbeat attitude with the ability to deliver outstanding customer service to our patients (2 years of customer service experience preferred)
- Ability to utilize basic reading and writing skills for everyday communication.
- Demonstrated ability to be a team player, establish and maintain cooperative working relationships with supervisors and coworkers
- Ability to change focus or direction quickly upon request
- Ability to work in a fast-paced environment while maintaining a positive attitude.
- Personal Protection Equipment (PPE) requirements of face-covering and Infection Control Protocols must be followed
- Current Basic Life Support Care (CPR) certification, preferred
- Must pass a pre-employment drug screen, physical and background investigation

Special Qualifications: Must be sensitive to the needs of the Native American Community, which includes their culture, traditions, and background.

Apply to: Sonoma County Indian Health Project, Inc.
Attn: Human Resources Manager
144 Stony Point Road, Room 2209, Santa Rosa, CA 95401
Fax (707) 526-1016 or Email Resume and SCIHP Application to: employment@scihp.org
Employment Application available online at: www.scihp.org/human-resources

Preference in filling vacancies will be given to qualified Indian applicants in accordance with Federal Law, including the Indian Preference Act (Public Law Title 25, U.S. Code, Sections 472 and 473). Subject to the foregoing, Sonoma County Indian Health Project, Inc. is an equal opportunity employer. All application forms are subject to the provisions of the Privacy Act (Public Law 93-579, Section 78) and become the property of Sonoma County Indian Health Project, Inc.

Reasonable Accommodation: Sonoma County Indian Health Project, Inc. will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance of selections procedures by calling (707) 521-4641.