



August 19, 2026
Dental Assistant
Salary Grade (59)
Salary Range: \$35,768 to \$57,180
Position #463-10-008

It is the practice of GVPH to post the entire salary range for each job posting from hiring level to top of the range. Salary offers will be commensurate with experience, education, and equity with others in the agency upon hire. Local government entities may not offer salary levels outside of the posted salary range for each job posting.

Granville Vance Public Health (GVPH) is seeking a dependable and detail-oriented Dental Assistant to support the agency's dental clinic through chairside assistance, patient care, infection control, radiography, and school- and community-based dental outreach.

PRIMARY PURPOSE: The Dental Assistant provides primary support to the dentists for all dental procedures performed in the GVPH Dental Clinic and frequently assists dental hygienists, other dental assistants, and community programming staff. The position reviews, monitors, and records patient medication, health history, and vital signs; evaluates the comfort level and understanding of the patient; prepares and arranges procedure-specific instrument trays; sets up, breaks down, and turns over operatories between patients; mixes impression and filling materials; and takes intra- and extra-oral x-rays in accordance with NC radiological guidelines, processing and storing images in the computer. The Dental Assistant performs Dental Assistant I procedures as appropriate to clinical protocol and in accordance with the regulations of the NC Board of Dentistry, maintains instruments and equipment within the operatories, and cleans and sterilizes surfaces, instruments, and equipment in compliance with CDC, OSHA, and agency-specific guidelines. The position also assists with dental screenings and prevention activities in school and community settings, including support of portable dental units; provides education on dental health and clinic procedures to clients, families, and community groups; enters patient information into the electronic dental record; and assists front office staff with administrative activities such as scheduling and confirming appointments, filing, and scanning electronic records.

The usual working hours for the agency are Monday through Friday, 8:30 a.m. to 4:00 p.m.; however, there is an option for extended hours some weeks, and the working hours may vary due to patient needs. This position may require altered hours or compensatory time for an occasional early morning, evening or weekend event. As a rural academic health department, GVPH applies the methods and tools of Quality Improvement in everything we do, and the person in this role will be expected to embrace that culture by actively participating in QI trainings, opportunities, and projects.

INTRICACY: This position performs skilled clinical and chairside work in which explicit accuracy is essential — in the delivery of dental care, in the observation and interpretation of findings, in the identification of the need for referrals, and in the documentation of care. All documentation must be completed with precise accuracy to protect the health of the patient as well as the integrity of the dental clinic. The work requires considerable knowledge of dental terminology, equipment, instruments, and procedures; considerable knowledge of preparation methods and dental materials; considerable knowledge of dental-specific CDC and OSHA guidelines; and considerable knowledge of dental office business procedures and modern office practices and equipment. The employee must be able to maintain records, inventories, and patient histories; observe, evaluate, and report required information; educate patients and other health care personnel; and deal respectfully with patients and their families.

Work requires frequent communication with dentists, hygienists, patients, referring agencies, and other service providers, and the ability to function as a cooperative team member across all public health programs. Work is generally performed in a climate-controlled dental clinic and routinely includes exposure to sharp instruments, x-ray, chemicals, and mercury vapor, as well as risk of exposure to bloodborne pathogens requiring observance of universal precautions. The position requires adequate vision, hearing, and communication skills; a day consisting of walking, sitting, and bending; the ability to lift or move supplies and equipment weighing up to 50 pounds and to assist patients into dental chairs; and agility for bending, stooping, lifting, and stretching.

MINIMUM REQUIREMENTS: Completion of a dental assistant program from an appropriately accredited institution, one year of on-the-job training as a dental assistant, and required x-ray training; or an equivalent combination of education and experience.

Required Licensure or Certification: Dental Assistant Certification and current CPR certification.

Preferred qualifications include Bilingual - fluent in Spanish, experience in a public health or community dental setting, experience with electronic dental records, experience supporting school-based or portable dental services, current NC Dental Assistant II status, and familiarity with quality improvement methodologies.

***Equivalent Combination of Education and Experience:** Some positions may allow applicants to qualify through an equivalent combination of education and directly related experience. This means applicants may qualify through years of education, years of directly related experience, or a combination of both, when applicable to the position requirements*

COMPENSATION PACKAGE: GVPH offers competitive benefits including paid group medical insurance, N.C. Local Government Employees Retirement System membership, thirteen paid holidays, vacation and sick leave. Other voluntary group benefit options are available, including 401(k), 457(b), dental insurance, life insurance, vision insurance and flexible spending accounts.

APPLICATION PROCESS: To apply for this position, interested applicants must submit the following: a completed State application (PD 107), certified college transcripts and three work-related references. Applications may be completed and submitted electronically through the job posting on our website at <https://gvph.org/about/job-opportunities/>, where applicants can complete the State application (PD 107) online and attach a resume, transcripts, certifications, references, and any other supporting documents. This position is open until filled with first review of applications on September 1, 2026. Applicants may also submit via email to humanresources@gvph.org or postal mail to:

Human Resources Manager
Granville Vance Public Health
Post Office Box 367
Oxford, North Carolina 27565

SELECTION PROCESS: The selection process includes review of qualifications, structured interviews, reference checks on qualified applicants and successful completion of a pre-employment drug screen. This position will remain open until it is filled.