



**NHCI Job Posting  
December 15, 2017**

**Dental Assistant (Sealant Program)  
Approximately 24 Hours while school is in session  
This is a PRN position**

Neighborhood Health Clinics, Inc. is accepting applications for a Dental Assistant for the Sealant Program to greet and prepare patients for examination and sealant placement as indicated. This position reports to the Dental Assistant Team Lead.

Specific duties include:

- Prepares patients for dentist's caries and sealant examination.
- Maintains and reviews patients' records, charts, and other pertinent information.
- Assists the dentist in the placement of sealants primarily on 2<sup>nd</sup> and 3<sup>rd</sup> grade students.
- Helps patients feel comfortable before, during, and after dental treatment.
- Prepares operatories and tray set-ups for patient examinations. Maintains appropriate inventory of supplies in all exam areas.
- Provides preventative oral health services as directed by dentist on staff.
- Charts conditions of decay and disease for diagnosis and treatment by dentist.
- Teaches patients appropriate oral hygiene strategies to maintain oral health and prevent tooth decay and gum disease.
- Counsels patients about good nutrition and its impact on oral health.
- Sterilizes instruments as assigned following infection control guidelines.
- Assists with maintenance of dental equipment.
- Collects and prepares the biohazard material for removal.
- Remains current in advanced practice changes within area, and where relevant, translates these findings into clinical practice.

Part time position. Prefer Dental Assistant with Expanded duties. Interested candidates should send a resume along with a cover letter to NHCI Human Resource Department at: P.O. Box 11949, Fort Wayne, IN 46862 or by email at [HRDEPT@NHCI.ORG](mailto:HRDEPT@NHCI.ORG) or fax (260) 969-2911. Neighborhood Health Clinics is an Equal Opportunity Employer.