



**NHCI Job Posting  
August 9, 2017**

## **Dental Sterilization Tech 40 Hours**

Due to internal promotion, Neighborhood Health Clinics, Inc. is accepting applications for a Dental Sterilization Tech to be responsible for cleanliness and orderliness of laboratory, sterilization process and all tray set ups. Will assist with the maintenance of dental equipment and ensure that clinical staff have an ample supply of sterilized instruments to keep up with patient flow. This position reports to the Dental Assistant Team Lead.

Specific duties include:

- Prepares operatories and tray set-ups for patient examination. Maintains appropriate inventory of supplies in all exam areas.
- Sterilizes instruments as assigned following infection control guidelines.
- Constantly alert for ways to improve sterilization procedures, increase productivity and improve utilization of resources.
- Become familiar with work habits of department to promote smooth workflow.
- Utilizes good time management skills to ensure all facets of sterilization procedures are completed in a timely manner.
- Collects and prepares the biohazard material for removal.
- Remains current in advanced practice changes within area and where relevant, translate these findings into practice.
- Diligently work with providers and co-workers to ensure all instruments are properly cleaned, packaged, sterilized and prepared as necessary for each procedure and daily use.
- Consciously follow through on requests, instructions, and provider orders.
- Assists with maintenance of dental equipment.

Full time position with benefits. High School diploma or GED required. Exposure in medical or dental office preferred. 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.