



**NHCI Job Posting  
November 30, 2017**

## **Dental Assistant 36 Hours**

Due to expansion in the Dental Department, Neighborhood Health Clinics, Inc. is accepting applications for a Dental Assistant to greet and prepare patients for examination. Also assists the dentist/dental hygienist during patient treatment and education of dental care and patient management. This position reports to the Dental Assistant Team Lead.

Specific duties include:

- Evaluates the medical/dental history of the patient.
- Assists in-patient flow through the clinic and escorts patients to operatory rooms.
- Maintains and reviews patients' records, charts, and other pertinent information.
- Helps patients feel comfortable before, during, and after dental treatment.
- Prepares operatories and tray set-ups for patient examination. Maintains appropriate inventory of supplies in all exam areas.
- Smoothly and swiftly transfers required instruments from the tray to the dentist.
- Prepares dental materials, composites, amalgams, cements, impression materials, etc.
- Charts condition of decay and disease for diagnosis and treatment by dentist.
- Takes and develops dental radiographs.
- Teaches patients appropriate oral hygiene strategies to maintain oral health and prevent tooth decay, gum disease.
- Provides patients with instructions for oral care following dental treatment procedure.
- Sterilizes instruments as assigned following infection control guidelines. Assists with maintenance of dental equipment.
- Collects and prepares the biohazard material for removal.
- Checks appointment schedule and assists front desk staff with providers' patient schedules.
- Will travel between the S. Calhoun location and the Parkview/NHCI Paulding Rd. location.
- May travel to FWCS schools as part of sealant program.

Full time position with benefits. Graduate of an accredited Dental Assistant Program or training equivalent to an accredited Dental Assistance Program. One year of work experience, preferably in a clinic setting. Prefer previous electronic dental record experience. X-Ray certification. Dental Assistant certification a bonus. CPR certified. 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.