



Neighborhood Health – Dental Assistant  
Full-time, 36 Hours

As a patient-centered medical community, Neighborhood Health is committed to building healthier communities by delivering quality, comprehensive care. We offer medical, dental, vision, and behavioral health services, along with the women's, infants, and children's (Indiana WIC) program, all in one convenient, centralized location.

Neighborhood Health is seeking a Dental Assistant to greet and prepare patients for examination. Also assist the dentist / dental hygienist during patient treatment and education of dental care and patient management. As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas.

What you will do:

- Evaluate the medical/dental history of the patient.
- Assist in-patient flow through the clinic and escorts patients to operatory rooms.
- Maintain and reviews patients' records, charts, and other pertinent information.
- Help patients feel comfortable before, during, and after dental treatment.
- Prepare operatories and tray set-ups for patient examination. Maintains appropriate inventory of supplies in all exam areas.
- Prepare dental materials, composites, amalgams, cements, impression materials, etc.
- Chart condition of decay and disease for diagnosis and treatment by dentist.
- Teach patients appropriate oral hygiene strategies to maintain oral health and prevent tooth decay, gum disease.
- May travel between the S. Calhoun location and the Paulding Rd. location.
- May travel to FWCS schools as part of sealant program.

Requirements:

- One year of work experience
- X-ray certification

Education Requirements:

- Graduate of an accredited Dental Assistant Program or training equivalent to an accredited Dental Assistance Program.

This position is full-time with benefits. We offer competitive pay, health and dental insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department at: PO Box 11949, Fort Wayne, IN 46862, or by email to: [hrdept@nhci.org](mailto:hrdept@nhci.org). You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).