



Neighborhood Health – Dental Assistant  
Full-Time, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

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. Neighborhood Health is looking to add a Dental Assistant to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As a Dental Assistant, you will:

- ✓ Evaluate the medical/dental history of the patient.
- ✓ 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 Parkview / NHC Paulding Rd. location.
- ✓ May travel to FWCS schools as part of sealant program.

Requirements:

- Experience in a clinic setting is preferred.
- Expanded Function preferred.

Education Requirements:

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

Schedule will be: Monday 8:00am – 5:00pm, Tuesday 8:00am – 5:00pm, Wednesday 10:00am – 7:00pm, Thursday 1:00pm – 5:00pm, Friday 8:00am – 5:00pm

This position is full-time with benefits. We offer competitive pay, health, dental, accident, critical illness, and vision insurance as well as a 403(b) retirement plan.

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).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at [hrdept@nhci.org](mailto:hrdept@nhci.org)