



### External Job Posting

**Posted Date: March 24, 2021**

**Posting Close Date: Until Filled**

**Position: Dental Assistant**

**Employment Status: Non-Exempt, Full time (40 hrs/wk) or Part time**

**Wage: Hourly, commensurate with qualifications and experience.**

The Medina County Health Department, a nationally accredited health department, has a full-time or part-time career opportunity in our Health Center Division for a Dental Assistant. The Health Center Division is a Federally Qualified Health Center (FQHC) in northeastern Ohio, providing primary care, dental care, behavioral health, and enabling services to 3,600 patients annually regardless of ability to pay.

#### **General Qualifications (Including but not limited to):**

High School Diploma or equivalent required and two years of clinical experience required. Completion of an accredited course in dental assisting and State or National Dental Assistant Certification preferred. Ohio State Dental Board Dental Assistant Radiographer Certificate. Current CPR healthcare provider certification. Experience with eClinicalWorks (ECW) a plus. FQHC experience a plus. Some evening clinic hours.

#### **Essential Functions of the Position (Include but are not limited to):**

- Assists the dentist(s) and other providers during a variety of treatment procedures. Helps to provide direct care in all dental specialties, including pediatric dentistry and oral surgery.
- Provides patients with instructions for oral care following surgery or other dental treatments procedures, such as the placement of a filling.
- Assists in maintaining adequate operatory supplies and compiles list of items for inventory control and ordering purposes.
- Performs responsibilities in a timely, thorough, and consistent manner.
- Maintains a good attendance record; be prompt and punctual.
- Maintains accurate patient records in Electronic Dental Record.

### **How to Apply**

Interested applicants will apply by completing the Medina County Health Department **Employment Application** located on our website at [www.medinahealth.org](http://www.medinahealth.org). Print out the application, complete it and return it to: Human Resources, Medina County Health Department, 4800 Ledgewood Drive, Medina, Ohio 44256; or fax to (330) 723-9659; or e-mail to [hr@medinahealth.org](mailto:hr@medinahealth.org). EOE