



Job Posting

Medina County Health Department
4800 Ledgewood Drive
Medina, OH 44256

Job Title: Dental Assistant	Service Area: Health Center	Employment Status: Full-Time (40 hrs/wk), Non-Exempt
Pay Grade: Hourly Range: \$19.50 - \$26.21 Based on qualifications & experience	Health Center Hours of Operation: Mon., Wed., Thurs. 8:00 AM – 4:30 PM Tuesday 8:00 AM – 7:00 PM Friday 8:00 AM – 2:00 PM	Posting Date: June 1, 2026 Closing Date: June 15, 2026

The Medina County Health Department, a nationally accredited health department, has a career opportunity for a full time Dental Assistant position in our Health Center Division. 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 patients annually regardless of ability to pay. This position assists the dentist(s), and any other provider in the direct provision of primary dental care to patients of the clinic.

Essential Job Responsibilities 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 restoration (filling).
- Assists in maintaining adequate operator 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 (EDR).

Minimum Education, Training and/or Experience Needs:

High School Diploma or general education degree (GED), and completion of an accredited course in dental assisting required. State or National Dental Assistant Certification and dental experience preferred. Ohio State Dental Board Dental Assistant Radiographer Certificate or ability to secure within six (6) months of employment. Current CPR healthcare provider certification. Experience with eClinicalWorks (eCW) a plus. FQHC experience a plus. Some evening clinic hours.

Benefits:

- Health Insurance (Medical/Dental/Vision/Rx)
- Wellness Program
- Ohio Public Employees Retirement System
- Paid Sick and Vacation Time, 12 Paid Holidays
- Ohio Deferred Compensation and OCERP
- Tuition Reimbursement Program
- Opportunity for Public Loan Forgiveness Program for eligible employees

Requirements:

- Meet minimum education, training, and experience listed
- Reliable Transportation
- Valid Ohio Driver's License
- Proof of Auto Insurance meeting Board minimums
- Successfully pass B.C.I. background check and reference checks

To Apply:

Send a completed MCHD Employment Application (located at www.medinahealth.org/careers/), current resume and cover letter, no later than 4:30 PM on Monday, June 15, 2026 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. EOE

The Medina County Health Department is an Equal Opportunity Employer.