



MATTHEW 25 HEALTH AND DENTAL CLINIC

Full or Part Time Dental Assistant

COMPANY

Our Mission: We are inspired by the Gospel to provide free primary healthcare services to uninsured, low-income residents in Northeast Indiana and Northwest Ohio.

Matthew 25 is the only full-time clinic in Allen County offering medical, dental, and prescription services at no cost to patients. Matthew 25 is a volunteer-driven health practice that has over 500 volunteers including physicians, dentists, nurses, front desk personnel, phone operators, hygienists, and patient assistance processors. There are 32 staff members.

Matthew 25 receives no governmental monies and depends entirely on gifts from individuals, churches, organizations, and corporations, as well as grants from foundations.

JOB DESCRIPTION

We have an immediate need for a Full/Part-time Dental Assistant to provide professional care services to underserved, uninsured adults (18+). This person will maintain an aseptic treatment environment and assist clinicians in the care of patients.

RESPONSIBILITIES

- Set up treatment rooms with appropriate armamentarium for scheduled treatment.
- Perform 4-handed dentistry to assist dentist.
- Treat patients providing legally-permitted dental assisting services (expose radiographs, restore prepared teeth, take diagnostic cast impressions, place sealants, etc.).
- Inform patients regarding dental procedures and clinic policies.
- Sterilize instruments.
- Enter progress notes in charts (paper and/or computer).
- Pick up supplies from local warehouse, when needed.
- Prepare lab cases and process cases when returned from lab.
- Help volunteers with understanding clinic policies.
- Keep inventory of supplies and inform Lead Dental Assistant of needed items.
- Stock supplies.
- Schedule patients for next visit.

REQUIREMENTS

- Proven clinical experience as a dental assistant
- Knowledge of dental instruments and sterilization methods
- Excellent communication and people skills

- Attention to detail
- Have a heart for working with the underserved population

PREFERRED

- Current certificate or degree in Dental Assisting
- Current certification or verification for Expanded Functions Dental Assisting
- Current certificate or verification for Coronal Polishing
- Current certification or verification for Fluoride Application
- Experience with Dentrax
- Bilingual (Spanish)

BENEFITS

- PTO Accrual
- No Weekends
- 9 major holidays off
- Office closed Christmas Eve through New Year's Day
- Insurance for Full Time only