

ELKHART COUNTY GOVERNMENTAL POSITION VACANCY NOTICE

DATE POSTED

October 30, 2009

(Job #09-219)

PART TIME DENTAL ASSISTANT

(2 POSITIONS)

(Job Code562)

DEPARTMENT: Health Department - Healthy Beginnings

SALARY: Up to \$15.00/hour Market Premium (PG2/JF3)

BENEFITS: Partial benefits offered

DATE POSITION TO BE FILLED: As soon as possible

HOURS & DAYS OF WORK: Monday through Friday - 21 hrs. per week

LOCATION OF POSITION: Elkhart

TRAVEL REQUIREMENTS: None

JOB SUMMARY:

Office support staff for expanding children's dental clinic. Will assist with reception, intake and appointment scheduling, process claims to Medicaid and various insurance companies. May be required to perform chair side duties.

JOB REQUIREMENTS:

- ▶ High school graduate or equivalent
- ▶ Dental Assistant Certification or 6 months to 1 year on the job training
- ▶ 1+ years experience in a clerical support function
- ▶ Must be well organized and a self starter with computer skills-windows application
- ▶ Bilingual (English/Spanish) skills strongly preferred
- ▶ Pre-employment background check

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APPLICATIONS AVAILABLE:

- Elkhart County Personnel Office, 117 N. Second Street, Goshen, IN 46526
- Elkhart County Courts Building, Commissioners Office, 315 S. Second Street, Elkhart, IN 46516
- Telephone: (574) 535-6725 FAX: (574) 535-6750
- Web Site: www.elkhartcountyindiana.com E-mail: personnel@elkhartcounty.com

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED