

# ELKHART COUNTY GOVERNMENTAL POSITION VACANCY NOTICE

DATE POSTED

April 1, 2010

(Job #10-16)

## REGULAR PART TIME DENTAL ASSISTANT

(2 POSITIONS)

(Job Code562)

DEPARTMENT: Health Department - Healthy Beginnings

SALARY: Up to \$14.50/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:

Perform chair side duties when needed and serve as 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.

### JOB REQUIREMENTS:

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

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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](http://www.elkhartcountyindiana.com) E-mail: [personnel@elkhartcounty.com](mailto:personnel@elkhartcounty.com)

**APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED**