



## Job Description Form

**Location:**

**Job title: Dental Assistant**

**Type of position:**

Full-time

Part-time

Contractor

**General Description:**

We are looking for an honest, energetic, reliable, team player to join our growing practice. Under general supervision of a licensed dentist, the Dental Assistant is to provide expanded function dental assisting duties in accordance with guidelines and approved responsibility issued and regulated by the state.

**Responsibilities:**

- Prepares treatment room and instrument and tray setups for dental procedures
- Greets and prepares patient for treatment
- Exposes and mounts dental diagnostic x rays
- Assists dentist with dental procedures
- Conducts work in compliance with office guidelines and policies
- Places cord
- Records medical and dental history
- Makes preliminary impressions
- Applies bleaching agent and coronal polishing
- Assists dentist with placement and removal of temporary crowns and bridge
- Provides post op instruction prescribed by the dentist
- Actively participates in the achievement of patient satisfaction
- Achievement of office goals by working efficiently, & providing a high level of patient service
- Sterilizes and disinfects instruments and equipment

**Requirements**

- Basic computer skills (knowledge of Dentrix helpful)
- Registered Dental Assisting License
- Current CPR Certificate
- Current Radiology License
- Coronal Polishing Certificate
- Excellent Communication Skills

**Benefits:**

- Health Insurance
- Dental Care Program
- 401(k) Retirement Savings Plan
- Vacation
- Bonus Program
- Sick Time

**Passion Statement:**

My passion is to make a life difference for the people I serve and those that I serve with.

*Central Management Concepts, LLC is a true quality of life tool which virtually frees the dentist to focus on patient care issues.*