

Care Dental PLC

2441 Coral Ct Ste 2, Coralville, IA 52241

www.caredentaliowa.com

Job Description

We are looking for a hardworking, personable dental assistant who will make the dentist's office more efficient and pleasant for patients. You'll ensure excellent customer service. Dental assistants should be well organized with great attention to detail. You should be able to follow instructions and respect dental office regulations. We want you to be skilled in providing direct or indirect patient care and able to make office procedures as smooth as possible.

Responsibilities

- Prepare patients for treatments or checkups ensuring their comfort
- Select and set up instruments, equipment and material needed
- Sterilize instruments according to regulations
- Assist the dentist through 4-handed dentistry
- Undertake lab tasks as instructed
- Provide oral hygiene and post-operative care instructions
- Keep the dental room clean and well-stocked
- Schedule appointments
- Maintain accurate patient records

Skills

- Proven experience as dental assistant
- Knowledge of dental instruments and sterilization methods
- Understanding of health & safety regulations
- Ability to perform regulated non-surgical tasks like coronal polishing and pediatric prophylaxis
- Good computer skills
- Excellent communication and people skills
- Attention to detail
- Well-organized and reliable
- High school diploma; graduating from dental assistant school or being an RDA or CDA
- Additional certification or training is an asset (e.g. EFDA)

Job Type: Full-time

Pay: \$17.00 - \$21.00 per hour

Expected hours: 32-36 per week

Benefits:

- 401(k)
- Employee discount
- Paid time off

Experience:

- Dental assisting: 1 year (Preferred)

License/Certification:

- Dental Assistant Registration (Preferred)

Work Location: In person

Qualified applicants can apply to Vanessa Vance at vanessa@caredentaliowa.com