



Healing with purpose. Serving with faith. Caring for our community.

Job Description

Registered Dental Assistant

Position Summary

The Dental Assistant is responsible for providing hands-on support to Dentists and completing prep work so they can more efficiently care for patients. Their duties include completing intake paperwork and updating patient records, sterilizing and organizing dental tools and assisting the provider during dental procedures.

Roles and Responsibilities

Promote the mission, values and vision of the organization.

- General dental clinic administrative work and maintenance
- Prepare the examination rooms for appointments by sterilizing instruments and ensuring all necessary equipment is ready for the provider
- Assist the dentist during their procedures by handing them instruments and anticipating their needs throughout the appointment
- Responsible for greeting patients as they arrive
- Submit billing details for dental services and update patient records
- Schedule the patient's next appointment before they leave the clinic
- Update and maintain client's dental records

Job Type: Full-time

Benefits:

Dental insurance, Health insurance, Life insurance, Paid time off, Retirement plan, Vision insurance