

DENTAL ASSISTANT

- **Full-Time, including Saturdays**
- **One (1) Year Experience Required**

WHO YOU ARE:

We are looking for an experienced and skilled dental assistant who will enhance the level of care that we give our patients. In this role, you'll strive to ensure excellent customer service while performing key administrative and dental duties.

You'll be joining a team of Dental Assistants who are well-organized and pay close attention to detail. We're looking for an individual who is skilled in providing direct or indirect patient care and can closely implement office protocols.

WHO WE ARE:

You'll be working within Advanced DDS, a large and well-established general dental practice located in the heart of Nassau County. You'll be working alongside an experienced team of dentists that do everything from basic dental care, pediatric dentistry, and sedation dentistry to complex implant work and oral surgery. Our Dental Assistants are exposed to a wide spectrum of dental procedures and learn a wide array of new skills.

KEY RESPONSIBILITIES:

- Welcome new and established customers into the dental office
- Prepare customers for treatments or check-ups while ensuring their comfort
- Select and set up instruments, equipment, and other materials as needed
- Sterilize instruments according to regulations
- Assist the dentist through four-handed dentistry
- Undertake lab tasks as instructed
- Provide oral hygiene and post-operative care instructions
- Keep the dental room clean and well-stocked
- Schedule new and follow-up appointments
- Maintain accurate patient records and assist with payment procedures

SKILLS:

- Proven experience as a dental assistant
- Knowledge of dental instruments and sterilization methods
- Understanding of health & safety regulations
- Ability to perform regulated non-surgical tasks like coronal polishing is a plus

- Basic computer skills
- Excellent communication and people skills
- Close attention to detail
- Well-organized and reliable
- High School diploma, graduating from dental assistant school is preferred
- Additional certification or training is an asset (e.g. EFDA)

JOB TYPE: Full-time

PAY: \$19.00 - \$23.00 per hour + hiring bonus! (Rate scaled with relevant experience)

BENEFITS: Health Insurance, 401(k), 401(k) matching

SCHEDULE: 8-hour shift + Weekends

EXPERIENCE:

Dental Assisting: One (1) Year Required

WORK LOCATION: Garden City, New York

DENTAL SPECIALITY:

Endodontics

Oral and Maxillofacial

Orthodontics

Pediatric Dentistry

Periodontics

Prosthodontics

LEARN MORE ABOUT US AT: www.AdvancedDDS.com

Benefit Conditions: Waiting period may apply, and only full-time employees eligible

Work Remotely: N/A

(Updated July 2021)