



Dental Assistant

Kennett Square, PA

Hourly wage is dependent on skill level, \$18-26.00

Employment type: full-time

Job brief

We are looking for a competent dental assistant who will make the dentist's office more efficient and pleasant for patients. You'll ensure excellent customer service and lift administrative and basic dental tasks off the dentist's shoulders.

Dental assistant applicants 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

- Welcome patients in the dental office
- Ensure the patients comfort during treatments or checkups
- 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 and assist with payment procedures

Requirements

- 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 is a plus
- Good computer skills
- Excellent communication and people skills
- 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)

Interested applicants, please send resume

via USPS to: Catherine Patellis
The Kennett Center for Advanced Dentistry
208 North Union Street
Kennett Square, PA 19348

or email to info@oxfordsmiles.com with a contact number.