

Full job description

We are a general dentist office looking for a friendly and dynamic dental assistant who will help us provide efficient and pleasant dental care for patients. You'll ensure excellent customer service and lift administrative and basic dental tasks off the dentist's shoulders. Dental assistants should be well-organized with great attention to detail. 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
- 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
- Maintain accurate patient records

Skills

- Proven experience as dental assistant
- Knowledge of dental instruments and sterilization methods
- Understanding of health & safety regulations
- Certified to take X-rays in Maine
- Good computer skills
- Excellent communication and people skills
- Attention to detail
- Well-organized and reliable

Hours

Monday, Tuesday, Thursday, Friday 7:30am - 4:30pm (patients seen from 8-4)

Job Type: Full-time

Pay: \$24.00 - \$28.00 per hour

Expected hours: 34 – 37 per week

Benefits:

- 401(k)
- 401(k) matching
- Continuing education credits
- Free parking
- Paid time off
- Safety equipment provided
- Uniform allowance

APPLY BY CONTACTING YORK FAMILY DENTAL AT 207-363-7102 or via email:

yorksmiles@yorkfamilydental.com