



LOVE YOUR SMILE DENTISTRY

Registered Dental Assistant

Overview

The dental assistant will be under the direct supervision of the dentist. The dental assistant functions to aid the dentist or dental hygienist to provide dental services. This position has the potential to be full time based on the dental assistant's performance and experience.

Chair Side Dental Assisting

- Performs all duties required as a part of four handed chair side dental assisting.
- Takes prescribed digital dental radiographs and/or intraoral photographs as directed by the dentist.
- Provides instructions to the patient under the guidance of the dentist.

Patient Scheduling & Charting

- Schedules appointments using the dental appointment software Open Dental.
- Provides patient eligibility screening utilizing eligibility software.
- Processes patient referrals as necessary and assist with insurance verification duties as needed.

Infection Control and Sterilization

- Performs infection control and instrument sterilization according to dental policies and procedures.
- Performs weekly biologic monitoring.

Supply Inventory Control and Equipment Maintenance

- Performs inventory and requisition of supplies as assigned ensuring minimal supply levels are maintained.
- Performs regular preventative equipment maintenance as required.

General Duties

- Completes assignments as assigned.
- Participates in staff meetings and trainings.
- Participates in keeping common areas of dental office clean.
- Performs other duties as assigned.

Leadership Skills

- Understands the organizational mission.
- Understands ethics and public good; is concerned with public trust.

- Demonstrates respect for the opinions, beliefs of others, and displays cultural sensitivity.
- Demonstrates a sense of responsibility for the success of the group.
- Collaborates with others to improve quality and address needs.
- Ability to adapt to change.

Interpersonal Abilities/Personal Characteristics

- Uses sound judgment.
- Self-motivated.
- Organizes and maintains work environment to allow for maximum productivity.
- Reports on time for scheduled shifts and stays until the end of the scheduled shift.

Communication

- Communicates clearly and effectively, both orally and in writing.
- Written and verbal English competency.
- Ability to speak Spanish and/or Hindi.
- Able to read and follow directions.

Minimum Requirements

- High school diploma or G.E.D. equivalent
- Registered Dental Assistant by the Texas State Board of Dental Examiners
- Current CPR certification for Health Care Providers
- Nitrous Oxide certificate and experience
- Expanded Duty certificate and experience (sealants, coronal polishing, etc.)
- Intermediate proficiency skills in the use of Microsoft Windows, Outlook and Word
- 1 year of dental assisting experience within a private practice setting
- Valid driver's license (Texas upon hire)
- Bilingual in English and another language (Spanish and/or Hindi)
- Ability to achieve diagnostic radiographs following the ALARA principles
- Ability to work independently and in a team setting
- Positive, upbeat personality with a can-do spirit
- Must work scheduled hours as assigned
- Must be knowledgeable about The Love Your Smile Dentistry Culture (more information can be found at <https://loveyoursmiledfw.com/careers/>)
- Must pass criminal background check and drug test screening upon offer of employment

Preferred Skills

- Previous dental receptionist experience
- Assisting experience with FastBraces®
- Experience with Open Dental
- Experience with Dexis imaging and x ray sensors

The following information is required to be considered for any team member position for Love Your Smile Dentistry, PLLC:

1. Full First and Last Name
2. Telephone Number
3. Email Address
4. Desired Hourly Rate of Pay
5. Desired Start Date
6. Resume

Applicants with missing requested information will not be considered.

Pay is based on experience and skills.

Love Your Smile Dentistry, PLLC is an Equal Opportunity Employer