Overview
Join our dental team as a Dental Assistant & play an important role in delivering exceptional patient care & supporting our overall office operations. This position offers the opportunity to work in a fast-paced environment where skills in dental assisting, patient communication & infection control will make a meaningful difference. If you're passionate about helping others, eager to grow your expertise in general dentistry, like staying busy we want to hear from you! No experience required, we will train the right person.

Responsibilities include but not limited to:
Prepare treatment rooms with dental instruments, materials, and equipment, ensuring all tools/rooms are sterilized and ready for use.
Assist dentists/hygienists during procedures providing necessary instruments and documentation support.
Take and develop dental X-rays & impressions.
Manage patient flow by greeting patients, updating medical records in Eaglesoft and ensuring accurate documentation in compliance with HIPAA regulations.
Monitor vital signs and medical history to ensure patient safety throughout treatment sessions.
Follow strict infection prevention management procedures, including aseptic techniques and dental sterilization protocols to prevent cross-contamination.
Support patient management by explaining procedures, answering questions, and ensuring a comfortable experience for pediatric patients and adults alike.
Pay dependent on experience & will be discussed during interview phase.
Monday-Friday; no weekends/holidays.
(2) Part or (1) full-time options will be considered for this position depending on the individual and right fit for our office.

Requirements
Dental experience is preferred but not required.
Strong proficiency in computer skills.
Ability to operate/learn dental equipment including X-ray machines, 3D scanners, sterilizers, and other dental instrumentation effectively.
Excellent communication skills, strong team player & willingness to take direction
Possess the physical stamina needed to handle fast-paced, on-your-feet environments.
Understanding dental terminology & infection control practices, dental instrument processing procedures would be beneficial.

Join us to be part of a vibrant team dedicated to delivering exceptional dental care while advancing your skills in a fast-paced, rewarding environment!

No phone calls please.
Send resumes to: HIRING PO Box 1075 Eagle River, WI 54521 or
potrykusfamilydentistryllc@gmail.com