



**Position:** Dental Assistant

**Supervisor:** Dental Director

**Job Type:** Full Time

### **Position Summary**

At Williamson Health and Wellness Center, our dental department is an integral piece of our patient's overall health. Our growing dental practice needs a Dental Assistant, who has a passion for public health, to join our close-knit team. We serve all demographics of the population, from children to the elderly. In addition to preventative care appointments and scheduled procedures, we accept walk-ins and take emergency calls. The ideal candidate will have a calm, reassuring and friendly demeanor as well as the ability to multitask in a fast-paced atmosphere.

### **Duties and Responsibilities**

- Assisting the dentist during a variety of treatment procedures.
- Taking and developing dental radiographs (x-rays).
- Asking about the patient's medical history and taking blood pressure and pulse.
- Assisting with infection control, developing infection control protocol and preparing and sterilizing instruments and equipment.
- Helping patients feel comfortable before, during and after dental treatment.
- Providing patients with instructions for oral care following surgery or other dental treatment procedures, such as the placement of a restoration (filling).
- Teaching patients appropriate oral hygiene strategies to maintain oral health; (e.g., tooth brushing, flossing and nutritional counseling).
- Taking impressions of patients' teeth for study casts (models of teeth), fillings, coronal polishing, temporary crowns and sealants as per certifications.
- Performing office management tasks that often require the use of a personal computer
- communicating with patients and suppliers (e.g., scheduling appointments, answering the telephone, billing and ordering supplies).
- Helping to provide direct patient care in all dental specialties, including pediatric dentistry, periodontics and oral surgery.
- Perform other duties as assigned.

### **Qualifications**

- High school diploma or equivalency required.
- WV Dental Assistant Certification in Expanded Duties strongly preferred.
- Experience with standard equipment including computers, copier, fax, multi-line telephone, printers, etc.
- Experience in a dental office setting.
- Knowledge of dental terminology.



### **Working Conditions**

There may be exposure to airborne and blood-borne pathogens, and hazardous materials. This position is not eligible to be a telecommute position.

### **Instructions to Apply**

To apply, attach your resume in an email to Vicki Johnson at [amarcum@williamsonhealthwellness.com](mailto:amarcum@williamsonhealthwellness.com)