

	<b>Employment Opportunity</b>
<b>Job Order</b>	<b>11404</b>
<b>Location</b>	<b>Sterling Heights</b>
	<b>Full Time</b>
<b>Position Title</b>	<b>Dental Assistant / Light Clerical</b>
<b>Type of Practice</b>	<b>Pediatric Office</b>
<b>Description</b>	1 dentist pediatric practice Catering to both Medicaid ad Commercial Insurance plans. Small family owned practice with 7-10 employees.
<b>Type of Practice</b>	Pediatric Office
	1 FT General Dentist
	2 FT Dental Assistants
	2 FT RDH
	2FT Dental Assistants
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>▪ Experience with practice management software, Eaglesoft experience would be preferred.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Secondary Duties: Instrument sterilization, assist in prepping and breaking down rooms when needed, Denal assisting as a backup when needed.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Light clerical duties: answer phones, schedule appointments,"checking in" patients, Scheduling recare, data entry, followup on Lighthouse 360</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Excellent communicator, Works well with patients, positive can-do attitude, problem solver, and team oriented.</li> <li>▪ Experience as a lead Assistant is preferred</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Assist with implementation and documentation of current infection control standard</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Able to take impressions</li> <li>▪ Perform laboratory functions such as pouring &amp; trimming models</li> <li>▪ Constructing custom trays</li> <li>▪ Fabricating temporary crowns and bridges</li> <li>▪ Polishing clinical crowns</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Provide post-op instructions</li> <li>▪ preventive dentistry &amp; assist</li> <li>▪ performing follow up calls with patients that have had major dental work completed</li> </ul>
<b>Average Hours</b>	30-32 hours per week
<b>Scheduled Hours</b>	Mon: 9:00-5:00 Tue: 9:00-5:00 Wed: 9:00-1:00 Thur: 9:00-5:00 Fri: 9:00-1:00
<b>Benefits</b>	401K, Holiday, Vacation, and Birthday Pay
<b>Top 3 - 4 Priorities</b>	1. 2 years of field experience 2. Gregarious personality 3. Problem Solver 4. Works well with Children 5. Accountable and Take Initiative 6. Multi lingual Arabic/Spanish would be a plus
<b>Pay Scale</b>	\$12 - \$15 Per hour