

Job Title

Dental Assistant

Location

Carrollton: 1445 Mac Arthur Dr Ste 122, Carrollton, TX 75007
Phone: (972) 245 - 1200 || Fax: (972) 245 - 9140
Email: jobs@vcareclinics.org
Web: www.vcareclinics.org

Job Summary

- Assist dentist, set up equipment, prepare patient for treatment, and keep records.

General Accountabilities

- Prepare patient, sterilize or disinfect instruments, set up instrument trays, prepare materials, or assist dentist during dental procedures.
- Record treatment information in patient records.
- Expose dental diagnostic x-rays.
- Take and record medical and dental histories and vital signs of patients.
- Assist dentist in management of medical or dental emergencies.
- Provide postoperative instructions prescribed by dentist.
- Instruct patients in oral hygiene.
- Order and monitor dental supplies and equipment inventory.
- Fabricate temporary restorations or custom impressions from preliminary impressions.
- Make preliminary impressions for study casts and occlusal registrations for mounting study casts.
- Pour, trim, and polish study casts.
- Clean and polish removable appliances.

* The company reserves the right to add or change duties at any time

Job Qualifications

- Experience: At least 2 years of experience as a dental assistant.
- Education and Certification: Graduation from an accredited dental assistant program or equivalent job training and passing state exam if applicable.

Skills

- Instructing

- Service orientation
- Monitoring
- Social perceptiveness
- Critical thinking