

Orthodontic (Dental) Assistant

DeLuke Orthodontics, PC is currently seeking our next Orthodontic Assistant

We take great pride in changing the lives of our patients.

We are seeking outstanding candidates, as our patients deserve the best!

We are looking for someone who will share our mission and embody our Core Values!

Job Duties Include, but are not limited to:

Patient Management

- Compassionate and caring with patients and parents
- Communicates clearly and effectively with patients and parents in a friendly and professional manner.
- Provide patients and parents with instructions and demonstrations as needed
- Direct patient care as permitted by certification and as assigned by the Doctor
- Taking radiographs and photographs
- Accurately document in a digital chart
- Prepare the patient to be seen and have the proper setup ready chairside
- Anticipate the needs of the patient and the Doctor

Clinical Management

- Sterilization in accordance with OSHA
- Lab work (retainer fabrication, pouring/trimming models, etc.)
- Stock clinical cabinets and chairside units
- Be willing to assist other team members

Inventory

- Accurately inputs data into inventory system
- Assists with ordering supplies
- Unpacks supplies in an orderly manner following the established protocols.

ABOUT THE POSITION

- Full Time
- Paid Time-off
- Assistance with health insurance premiums
- 401K with company matching
- Profit sharing
- Uniforms provided
- Hours:
Mon: 8:00am - 5:30pm
Tues: 7:30am - 5:15pm
Wed: 7:15am - 5:30pm
Thurs: 7:30am - 5:15pm
Fri: Training

Knowledge, Skills & Abilities for this position:

Self-Directed

- Passionate about growth and improving skills
- Volunteers to take on new tasks
- Independently completes assigned tasks in a timely manner
- Solves problems with creativity
- Demonstrates deep-thinking capability, and seeks guidance when needed
- Looks for ways to expand upon and improve existing protocols and systems

Team Player

- Anticipates another team member's needs and willingly provides assistance
- Able to work with all members of the team to provide outstanding patient care
- Committed to a long term career with DeLuke Orthodontics
- Thrives and succeeds while working in a fast-paced environment

Meticulous Attention to Detail

- Driven to complete tasks accurately and precisely
- Accurate, organized and thorough documentation

Outstanding Interpersonal and Customer Service Skills

- Develops positive, professional relationships with patients/parents and team members during face-to-face communications, over the phone and in written communications
- Able to de-escalate conflict while maintaining a calm, reassuring demeanor
- Exhibits a calm and cheerful demeanor, even when under pressure

Please visit our Facebook page and website (www.deluekorthodontics.com) to learn more us!

Our Core Values:

*Compassion
Integrity
Friendliness
Passion
Excellence
Dedication
Professionalism
Honesty
Enthusiasm
Precision*

Please email a resume and letter of intent to careers@delukeorthodontics.com.
Please have the subject line read **Orthodontic Assistant Position**.