

ORTHODONTIC DENTAL ASSISTANT

Job Type: Part Time 3-4 days/week (28 hours average per week) | Pay: \$10 – 25 an hour with benefits

Qualities for an ideal candidate include

- Passion for pretty smiles
- Strong relational, customer service, and communication skills
- Personable, positive, and encouraging with patients/families
- Enthusiastic team player who loves working well with others
- Self-starter with strong organizational, time management, and fine motor skills
- Hardworking and dependable with a willingness to help out in all areas of the office

Training and Education Qualifications

- High school or equivalent

Responsibilities

- Primarily assist the doctor in a fast-paced orthodontic clinic in all orthodontic and lab procedures
- Build a caring relationship with patients at each appointment along with patient education
- Procedure set up, clean up, and sterilization
- Alginate impressions, radiographs, and photography
- Bond and assist with cementation of orthodontics appliances
- Tie in wires, fit bands
- Make retainers, pour up impressions, and make appliances
- Charting and documentation

This position offers

- State-of-the-art facility
- Culture-focused leadership
- Work-life balance
- Paid professional development opportunities
- On-the-job training
- Uniforms provided

Benefits

- Paid time off
- 401(k) matching
- AFLAC supplemental policies
- Bonus pay
- Profit-sharing
- Employee discount on orthodontic services

Apply by email tiffaniem@ismileforever.com, fax 319-266-6918 or mail to i smile orthodontics PC, ATTN: Tiffanie; 6912 University Ave, Suite 2; Cedar Falls, IA 50613.