



## Dental Assistant Position Description

November 2024

The Practice: Cherry Hill Dental is a progressive and patient-focused practice committed to providing top-quality care in a comfortable and friendly environment. With a team-oriented culture, our practice offers opportunities for professional development, while maintaining a supportive atmosphere where every team member is valued. We prioritize the latest dental technologies and techniques, ensuring our patients receive the most effective, efficient, and comfortable treatment possible.

Cherry Hill Dental has warm, collaborative, and energized environment where every team member is encouraged to grow and contribute to the success of the practice. With a focus on mutual respect and open communication, innovation thrives and everyone works together to deliver exceptional dental care.

The Role: A dental assistant provides hands-on support to our dentists, enabling them to provide comprehensive care for each patient. Dental assistants perform patient care, clinical duties, sterilization, and more. You are encouraged to apply if you have already been through a dental assisting program and passed your National Boards or if you aspire to become a dental assistant and have not yet been through a training program.

Cherry Hill Dental offers a 10-week dental assisting program that prepares students to obtain the Basic Skills and other certifications. Tuition and the cost of certifying are provided for employees of Cherry Hill.

Employee Status: This is a full-time, non-exempt, hourly role.

Hours: The schedule for this position is 7:30 am-5:30 pm, Monday-Thursday; 8 am-3 pm every other Friday. On alternate Fridays, the office is closed. On alternating Tuesdays (every other week), the restorative team practices in the Jefferson City clinic and travel to this site is a requisite for this position.

Reporting Roles: Reports to Dr. Tony Gadbois, DDS, AAACD, Owner and Provider

Responsibilities: The dental assistants are accountable for assisting our dentists and dental hygienists in patient care, preparing materials for patient impressions and restorations, exposing radiographs, and more. With supervision, assistants remove sutures and apply anesthetics and cavity preventative agents to teeth and gums. Duties include but are not limited to:

### Patient Management

- Attend to patients throughout the care process from arrival to departure, ensuring a compassionate and comfortable experience.

- Provide chair-side support during dental procedures, anticipating the dentist's needs and ensuring patient comfort.
- Perform clinical procedures as directed including mixing dental materials, completing patient charting, and giving patient instruction as necessary.

#### Clinic Management

- Prepare treatment and operating rooms before and after procedures. Ensure a clean and organized treatment area, restocking supplies and equipment as needed.
- Maintain accurate patient records, including medical history and treatment details, in compliance with HIPAA regulations.

#### Champion the Patient Experience

- Review patient dental history, addressing concerns, suggesting treatments, and discussing the importance of follow-up appointments.
- Maintain patient confidentiality.
- Coordinate with patient relations and treatment coordinators as needed to engage patients in continued care.

#### Minimum Qualifications:

- High school diploma or equivalent
- Ability to work in both Columbia and Jefferson City offices
- Understanding and compliance with OSHA, CDC, and HIPPA regulations
- Exceptional chair-side manner and ability to communicate with patients, families, and providers
- A willingness to learn new approaches and procedures based on Cherry Hill's practice standards

#### *The ideal dental assistant has:*

- One year dental assisting experience
- Familiarity with Dentrix Ascend

Compensation: This role is full-time, non-exempt and eligible for overtime for hours worked over 40 per week. The starting wage range for this role is \$18-25/hour; commiserate with knowledge and experience related to the position.

Benefits and PTO: Cherry Hill Dental benefits include paid vacation and sick time; six paid holidays annually; a 401k with 4% match after one year; a dental care package that offers free routine care and discounted treatment for themselves and immediate family members; and opportunities for paid continuing education and professional development.

*At Cherry Hill Dental, our diverse patients, employees, and providers are what make this practice great. Everyone deserves high-quality dental care and a welcoming, supportive work environment – no matter where we come from, what we look like, or how we identify. We are committed to building and supporting a diverse workforce and encourage people from all backgrounds to apply.*