Full Time Registered Dental Assistant

We are looking for a competent dental assistant who will make the dentist’s office more efficient and pleasant for patients. Dental assistants should be well-organized with great attention to detail. RDA should have great people skills and show a caring chairside manner for the patients.

**Responsibilities**

* Welcome customers in the dental office
* Prepare customers for treatments or checkups ensuring their comfort
* Select and set up instruments, equipment and material needed
* Sterilize instruments according to regulations
* Assist the dentist through 4-handed dentistry
* Undertake lab tasks as instructed
* Provide oral hygiene and post-operative care instructions
* Keep the dental room clean and well-stocked
* Schedule appointments
* Maintain accurate patient records and assist with payment procedures

**Skills**

* Proven experience as dental assistant
* Knowledge of dental instruments and sterilization methods
* Understanding of health & safety regulations
* Ability to perform regulated non-surgical tasks like coronal polishing is a plus
* Good computer skills
* Excellent communication and people skills
* Attention to detail
* Well-organized and reliable
* High school diploma; graduating from dental assistant school is preferred
* Additional certification or training is an asset (e.g. EFDA)