**Part time position available**

**DENTAL ASSISTANT**

**CERTIFIED DENTAL ASSISTANT**

**REGISTERED DENTAL ASSISTANT**

**Requirements:**
All applicants must possess Certification plus successful completion of training course(s) in dental radiology. Prefer RDA. Knowledge of principles and procedures for dental screening and chair side assisting. Must be CPR certified. Skill in working with and eliciting the cooperation of clients of all ages. Skill in oral and written communication skills to work with the staff and public. Knowledge of basic office and automated procedures. Knowledge in fourhand dentistry. Working knowledge of Dentrix dental software. Able to handle instrument cleaning, sterilization/disinfection and re-circulation in accordance to OSHA, CDC and other infection control standards. If applying for the Certification and/or Registered positions, must possess either a certification or proof of graduation from a dental assistant program at an accredited college and/or university. Registered dental assistants must possess a license as required by the State of Michigan. Special consideration given to those applicants who are already registered.

**Responsibilities:**
1. Routine chairside assisting
2. Taking and developing of xrays.
3. Clean equipment and rooms using MIOSHA/OSHA standards.
4. Mixing amalgam and synthetic filling materials
6. Clerical tasks using an automated system.
7. Preparation of trays.
8. Arrange trays and medicines.
9. Assist in maintenance of inventory of equipment & supplies.
10. Various other dental assisting responsibilities based upon degree, certification and/or licensure.
11. Work as a team player.
12. Other duties as required.

**Salary:**
Dependent upon education, certifications/licenses, and experience.

**Contact:**
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EOE

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