

Van Buren Cass District Health District Health Department seeking Dental Assistant to support the Lawrence Office Location

Job Type: Full-Time 36 hour/week

Schedule: Monday-Thursday office hours 8-5pm

Reports to: Dental Director/Dental Operation Manager

Salary: Based on experience starting at \$18/hour

Join Our Team!

We are seeking a compassionate, detail-oriented **Dental Assistant** to join our dental team and provide exceptional patient care. This role supports dentists during clinical procedures, promotes patient comfort, maintains infection control standards, and contributes to the efficient operation of a community-focused dental practice.

If you are passionate about helping patients, thrive in a fast-paced, team-oriented environment, and enjoy making a difference in your community, we encourage you to apply.

What we offer

- Competitive pay based on experience
- Health Insurance
- Dental/Vision Insurance
- Short Term Disability
- Paid Holidays
- Generous PTO accrual
- 457b Retirement Savings with Employer Match
- 4-Day work week
- Paid lunches

Position Summary

The Dental Assistant performs a variety of clinical, laboratory, administrative, and patient care duties to support dentists in their day-to-day operations. Working chairside during examinations and treatment procedures, the Dental Assistant helps ensure quality patient care while maintaining compliance with all safety, infection control, and confidentiality standards.

Essential Duties & Responsibilities

- Assist dentists during a variety of dental treatment procedures involving patients of all ages and backgrounds.

- Prepare treatment rooms, instruments, equipment, and materials for dental procedures.
- Take and develop dental radiographs.
- Obtain and record patient medical histories and vital signs.
- Take preliminary impressions and pour study models.
- Complete laboratory slips and maintain laboratory cases.
- Chart patient treatment and conditions using dental management software.
- Review and explain treatment plans to patients.
- Schedule patient appointments and follow-up care as needed.

Patient Care

- Help patients feel comfortable before, during, and after dental treatment.
- Provide post-operative instructions following oral surgery and other dental procedures.
- Communicate effectively with patients, families, dentists, hygienists, and team members.

Infection Control & Safety

- Follow all OSHA, MIOSHA, HIPAA, infection control, and hazard communication standards.
- Sterilize instruments and disinfect treatment rooms and equipment according to established procedures.
- Maintain sterilization records and process monitoring strips as required.
- Ensure compliance with confidentiality and patient privacy regulations.

Administrative & Inventory Support

- Order, maintain, and restock dental supplies and inventory.
- Assist with scheduling, patient check-in/check-out, phones, payment collection, and other front office duties as needed.
- Support team members in accomplishing daily clinical and operational goals.
- Travel as necessary to support operational needs.
- Perform other related duties as assigned.

Required Qualifications

- High school diploma or GED.
- 6 months to 1 year of chairside dental assisting experience.
- Certified and trained in dental radiology.

- Current CPR Certification.
- Valid Michigan Driver's License.
- Reliable transportation and willingness to travel when necessary.
- Working knowledge of dental management software.

Preferred Qualifications

- Registered Dental Assistant (RDA).
- Experience with **Curve Dental** practice management software.

Equal Opportunity Employer

We are committed to fostering a diverse, equitable, and inclusive workplace. We provide equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status, or any other protected characteristic under applicable federal, state, or local laws.

We are dedicated to creating an environment where all individuals are treated with dignity and respect and where differences are valued as strengths. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

We encourage individuals from all backgrounds and experiences to apply and join our mission of serving and improving the health of our community.

Apply today and join a team dedicated to improving the oral health and well-being of our community!