



Job Title: Unlicensed Dental Assistant
Location: Moua Family Dentistry, PC
1714 Cope Ave E, Maplewood, MN 55109 (651)340-7285
Wage: \$15/hour to start with incremental pay up to \$18+/hour for no experience applicants; starting wage is negotiable if you have 1 or more years of dental assistant work experience.

Qualifications:

- High School diploma or equivalent
- Ability to manage multiple tasks simultaneously with minimal direction
- Ability to rely on experience and judgment to efficiently plan and accomplish work goals
- Strong listening, communication and written skills and the ability to take detail notes during dental procedures
- Effective computer and typing skills
- Possesses genuine compassion to work in the dental field and commitment to delivering exceptional one-on-one patient care experience on a daily basis

Requirements:

- Must be available to work during dental clinic hours of operation: Monday to Thursday from 9AM-6:30PM. May be required to occasionally assist on surgical and/or dental appointments that are scheduled outside of clinic hours.
- Work with clinical team to effectively manage daily patient flow
- Develop a strong working relationship with the dentist/staff and promote teamwork through cooperative collaboration and professionalism

About us: Moua Family Dentistry, PC is a private, family-owned practice located in Maplewood, MN. We provide quality dental care for the entire family. We are credentialed with DHS and accept most medical assistance plans under Delta Dental and Health Partners. We accept all commercial insurance as well as cash patients.

At Moua Family Dentistry, our providers and staff are committed to delivering a positive dental experience for all our patients. If you are a hard worker with strong work ethics, dependable, and want to be a part of a thriving team where your services will make a difference, please send your resume to: mouadentistry@gmail.com.

Key Responsibilities:

- Chairside assist by handing instruments and materials to providers and keep patients' mouths dry and clear by using suction or other necessary devices
- Sterilize and disinfect instruments, equipment, operatory and x-ray rooms; prepare trays of instruments for dental procedures; and communicate with patients on postoperative and general oral health care

- Maintain a clean work environment and dental equipment in compliance with Moua Family Dentistry, OSHA and Center for Disease Control sterilization and infection control regulatory standards
- Ensure quality patient service through effective communication, personal attention to patient procedures, and resolving patient questions and issues in a caring manner
- Perform administrative office duties, including but not limited to, scheduling and confirming patient appointments, verifying insurance, answering telephones, addressing patient needs, and when necessary, directing issue to appropriate individuals
- Demonstrate support for the clinic's business goals and revenue objectives by utilizing time effectively

If you meet these requirements and are interested in this rewarding opportunity to join our thriving team, please send your resume to mouadentistry@gmail.com.

Qualified applicants will be contacted for a formal interview.

Moua Family Dentistry, PC is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as protected veteran.