

KIDS SLEEP DENTISTRY WINNIPEG

DR CARLA COHN AND ASSOCIATES

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Part-Time Dental Assistant (Hybrid: Remote + OR Assisting)

Our growing dental practice is seeking a **part-time Dental Assistant** for a **hybrid role** that combines remote administrative work with **occasional Operating Room assisting**.

Administrative responsibilities (completed from home) include:

- Managing and coordinating patient appointments and calendars
- Patient communication via phone, email, and text (confirmations, follow-ups, pre/post-op instructions)
- Preparing, updating, and organizing patient charts and digital records
- Assisting with treatment coordination and case scheduling
- Insurance verification, pre-authorizations, and basic billing support
- Managing referrals and correspondence with specialists and surgical facilities
- Maintaining accurate documentation and supporting compliance requirements
- General administrative support to keep daily operations running smoothly

Clinical responsibilities:

- Assisting in the Operating Room as needed for scheduled procedures
- Supporting the dentist and surgical team to ensure patient safety and efficiency

What we're looking for:

- Certified Dental Assistant or equivalent experience
- Strong organizational and communication skills
- Comfortable working independently in a remote environment
- Familiarity with dental software and virtual systems (or willingness to learn)
- Flexible availability for occasional in-person OR days

Why join us:

- Flexible part-time schedule
- Hybrid work model (remote + clinical)
- Supportive, patient-focused team environment
- Opportunity to be part of a specialized and growing practice

Please submit your resume and a brief introduction to:

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