

Job Description

Position Title: Registered Dental Assistant (RDA)

Reporting To: Dentist / Office Manager

Position Type: Full-Time, Permanent

Position Summary: Regent Avenue Dental Centre is seeking a motivated and reliable Registered Dental Assistant to join our well-established and patient-focused dental practice. The successful candidate will play a key role in supporting clinical procedures, ensuring patient comfort, and contributing to the efficient daily operation of the clinic. This position requires availability for evenings and Saturdays. Wage is negotiable based on experience.

Responsibilities

- Assist the dentist during dental procedures following established clinical protocols
- Prepare treatment rooms, instruments, and materials prior to patient appointments
- Ensure patient comfort and provide reassurance throughout procedures
- Take dental radiographs in accordance with safety standards and regulations
- Maintain strict infection control and sterilization procedures
- Accurately document clinical notes and treatment information in the dental software system
- Clean, disinfect, and organize operatories between patients
- Manage dental supplies and assist with inventory as required
- Support overall patient flow to ensure a smooth and efficient clinic day
- Uphold patient confidentiality, privacy legislation, and office policies at all times

Qualifications

- Registered Dental Assistant (RDA) certification required
- Current registration and good standing with the appropriate regulatory body
- Strong interpersonal skills with a professional, patient-centered approach
- Excellent communication and teamwork skills
- Ability to work efficiently in a fast-paced clinical environment
- Strong attention to detail and organizational skills
- Ability to work days, evenings, and Saturdays as required
- Experience with Cleardent is an asset



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Compensation

- Wage is negotiable based on experience
- Benefits available for full-time employees

To Apply

Please send your resume to officemanager@regentdental.ca