



Dental Assistant Full Time, Hourly

Lake Valley Dental is actively seeking applicants for the role of Dental Assistant. Successful candidates will be friendly and outgoing, display excellent interpersonal communication and time management skills, be organized, collaborative, and detail oriented.

Core Focus & Vision

Lake Valley Dental strives to regain an individual's overall health while maintaining function and esthetics. We will provide this level of service through evidence-based dentistry, the use of the latest technologies, and staff of highly qualified people working as a team. We desire our staff to be extremely motivated, caring, polite, and fun to be around. They must share our vision and be willing to go the extra mile if needed. We want to provide a working environment for our staff that allows them to grow both professionally and personally and where they feel safe and respected. We want to provide an experience for our patients that will make them return if they need further treatment. We also want to be recognized in the dental community as "the office" that provides the "best" dental care. We recognize that we are accountable not only to each other, but to our community.

Core Values

Positive Environment:

Lake Valley Dental values a positive atmosphere and culture. We thrive in the presence of positivity and an uplifting environment, and we want our patients to experience this during their care.

Communication:

A strong relationship starts with open and honest communication. Being upfront and honest allows us to engage with each one of our patients, adapt to their specific needs, and address all areas of concern.

Driven to be Better:

Lake Valley Dental prides themselves by continuously pushing to do better through evidence-based dentistry and self-reflection. Evidence based dentistry allows us to provide the best treatment for our patients, while self-reflection allows our team to better patient outcomes.

Quality through Knowledge:

A quality product begins with knowledge. The knowledge that our staff has in the field of dentistry allows our patients to have confidence in the product that they are receiving. Investing in our staff's knowledge is investing in our quality.



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Education & Experience Requirements

- Licensed Dental Assistant in the State of Minnesota, preferred
- CPR Certification

Responsibilities Include

- Patient Flow & Clinical Procedures
 - Greet patients in a warm and friendly manner; seat patients and guide the patient through their appointment
 - Cleaning and preparation of rooms/chairs before each patient, sterilization
 - Anticipate and assist the dentist's needs
 - Assist with procedures such as: crown preps, crown seats, endo, restorative, extractions, sealants, dentures, and partials
 - Charting of patient procedures, notes, and treatment plans
 - Dismissal of patient, including walking-out procedures completed during appointment, answering patient's questions that pertain to your knowledge, delivering post-operative instructions, and making sure patient is scheduled back for treatment or recall
- Office Procedures
 - Maintain adequate inventory; order and restock supplies; keep work area stocked
 - Manage and track lab cases
 - Clean and organize lab/sterilization rooms; spore testing
 - Organize/clean breakroom, do laundry, dishes, etc
 - Assist with scheduling patients, referrals, pre-determinations/prior authorizations as needed
- Other duties as assigned by dentist, office or business manager

Technology Used

- Practice Management Software: Curve Hero
- Microsoft Office Suite (Excel, Outlook, Word, OneNote, etc)
- Adobe PDF
- CEREC Primescan

Hours - 32-40 hours per week

- 7:45 am - 4:45 pm, Monday - Thursday
- 8:45 am - 1:15 pm, Friday (if desired, rotating schedule)

Benefits

- PTO
- Paid Holidays
- Employee Discount/Complimentary Care
- SIMPLE IRA
- Continuing Education Reimbursement