

Growing Company! Competitive Pay+ Incentives! Fun & Challenging Environment with Highly Valued Team Members! Great Career Opportunity!

We're looking to add team members to our successful private dental practice. As our patients first point of contact during their visit, we'll rely on you to listen to our patients and use your real passion for customer service to meet their needs. Because we believe our individual skills, backgrounds, and passions help us pioneer a new kind of dentistry, we'll train you to be the best. We believe in creating a positive company culture that embraces personal growth, team work and high levels of trust among team members. We see a bright future ahead for Your Oviedo Dentist and we look forward to finding the right people to join us on our journey.

JOB TITLE: Dental Assistant

EMPLOYER: Your Oviedo Dentist

DEPARTMENT: Clinical Team

REPORTS TO: Director of Clinical Operations

STATISTIC RESPONSIBLE FOR: Doctor Production

EFFECTIVE DATE: TBD

SUMMARY: You're a problem solver and can easily connect with patients! Your ability to multitask allows you to prioritize your time for maximum efficiency. We will train you to become proficient with the latest technology and advancements in the dental field. You have excellent verbal and written communication skills. Most importantly, you are here to provide the highest level of patient care and an incredible customer experience. You must have the ability to work at least one evening per week until 7pm and 2 Saturday's per month.

DUTIES & RESPONSIBILITIES:

- Chairside Assisting
 - Fabrication of temporary restorations
 - Scheduling Appointments
 - Fulfilling patient requests
 - Handling & processing payments & refunds
 - Documentation in practice management software
 - Compliance with infection and hazard control protocols as established by OSHA and office standards
 - Entering & reporting on individual & department statistics
 - Performs other duties as assigned by management
 - Taking digital x-rays & intraoral photos
 - Dental lab work and case management
 - Patient communication via phone calls & texts
 - Presentation of same day & next priority treatment
 - Maintaining a full doctor schedule
 - Patient tours of the office
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QUALIFICATIONS:

- High School diploma or general education degree (GED) required
 - EFDA Certified
 - Associate's Degree (AA) or higher preferred
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COMPETENCIES:

- **Diversity**- Demonstrates knowledge of EEO policy; Shows respect & sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics**- Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values
- **Teamwork**- Balances team and individual responsibilities; Exhibits objectivity and openness to others views; Gives and welcomes feedback; Approaches others in a tactful manner; Reacts well under pressure; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objective; Supports everyone's efforts to succeed.

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- **Customer Service**- Manages difficult or emotional customer situations; Responds promptly to customer needs; solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
 - **Adaptability**- Adapts to changes in the work environment; Manages competing demands; Changes approach to method to best fit the situation; Able to deal with frequent change, delays, or unexpected events, commits to modifying work schedule when necessary to reach individual and company's goals.
 - **Analytical** – Comprehending and interpreting complex or diverse information in regards to patients' conditions and oral health; Uses intuition and experience to anticipate doctor and patient needs.
 - **Efficiency**- Prioritizes and plans work activities to maximize productivity; Monitors own work to ensure quality.
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PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Continuously required to stand
 - Frequently required to walk
 - Frequently required to utilize hand and finger dexterity
 - Frequently required to work near moving mechanical parts
 - The employee must occasionally lift and/or move more than 35 lbs
 - While performing the duties of this job, the noise level in the work environment is usually moderate
 - Frequently exposed to bloodborne and airborne pathogens or infectious materials
 - Frequently required to sit
 - Continually required to talk or hear
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COMPANY DESCRIPTION:

Your Oviedo Dentist is a private dental practice serving the Central Florida community over the last 15 years. Founded in 2007 by Dr. Angel Lopez, Your Oviedo Dentist has grown into a 14 operator practice with specialties in Periodontics, Cosmetic, and Implant dentistry. Along with Dr. Lopez, we are fortunate enough to employ an outstanding team of associates including 4 general dentists and 1 board-certified periodontist. **Continued on next page...**

We live our mission of “caring for you, so together we can care for others,” every day and we strive to provide an exceptional patient experience at every visit. Our talented team of dental professionals have helped us earn over 2,000 5-star patient reviews! We’ve created a family-like culture that thrives on setting high goals and achieving them together. We have fun at work and you’ll find that we celebrate wins both big and small.

We have BIG plans for the future and hope to expand into multiple locations over the next 5-10 years and plan to fill all management and leadership positions from within. If you are an accountable, growth minded individual looking for a long-term career, you will thrive here at Your Oviedo Dentist.

The above is intended to describe the general content of an requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts managements right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.