

Orthodontic Assistant - Part Time

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Company: Pippin Dental & Braces - a Benevis company

Location: Clinton

Category: other-general

Overview:

Position: **Orthodontic Assistant**

**** This position is FRIDAYS ONLY ****

Work for a company that is truly making the world a happier place, one smile at a time! At Benevis, we create over a million smiles a year in the communities we serve and believe that every person deserves access to quality, affordable dental care. This mission drives everything we do. With over 3000 employees in offices across the country from clinical to support staff - we are united in our mission to create happy, healthy smiles through providing high quality dental care in a fun, compassionate environment. Are you ready to join us in creating our next million smiles? We have JUST the opportunity for you.

We are actively seeking **Orthodontic Assistant** to join our team. Support our mission to providing excellent dental care in the community and help us create more smiles and memorable experiences. Join a team that believes in teamwork and truly cares about their patients. Find your opportunity to make an impact:

Get out into your community -- participate in local events including school screenings, presentations and any opportunity to promote a positive image of us

Participate in morning huddles (hey, even ask to run one!), let your peers know how

much you appreciate them, highlight great examples of customer focus, collaboration etc.

Love working with kids (they make up 70% or more of our patient base)

Responsibilities:

Responsibilities:

Deliver quality and compassionate care to every patient

Guide parents and patients through our processes before treatment

Educate patients in oral hygiene instruction and provide postoperative instruction

Prepare patient for examination and treatment

Take x-rays and save to patient charts

Take quality orthodontic facial photos Responsible for the operational readiness

Prepare tray set-ups for dental procedures

Mix amalgam, cement, pulp paste and prepare impression materials

Sterilize and disinfect instruments and equipment

Clean chairs and rooms

Assist professional dental staff with treatment

Document patient information, treatment plans, and procedures in patient chart

Pour, trim and polish impression casts

Fabricate custom impression trays

Perform to the highest integrity by adhering to all government regulations, company standards, and company compliance programs

Other duties as assigned

Qualifications:

Requirements:

Orthodontic or Dental Assistant Certification (State dependent)

Preferred at least 1 year of experience in Orthodontic Assisting

Willing to travel in territory assigned to team

High focus on customer service and satisfaction

Must love working with children

Compassion and high level of service for our patients, parents and staff

Integrity, always doing the right thing

Dependable, reliable to be at work when scheduled

Attention to detail

Able to organize work, engage in a variety of tasks simultaneously and consistently meet deadlines

Professional manner and appearance at all times

We Offer:

Competitive compensation

Quarterly bonuses based on Office performance

We value teamwork, mutual respect and cooperation. We do not practice unlawful discrimination, including harassment or tolerate it in our workplace. What do we mean by discrimination? We mean that we do not discriminate on the basis of race, color, creed, religion, sex, national origin, age, citizenship, disability, sexual orientation or any other characteristic protected by federal, state, or local law.

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