

# Employment Opportunity

**Open Position:** Dental Assistant  
**Position Type:** Part or Full-time  
**Location:** Decorah, IA



Northeast Iowa Pediatric Dentistry is a state-of-the-art dental office in Decorah, Iowa. Our mission is to provide specialized and comprehensive dental care for infants, children, adolescents and patients with special health care needs in a friendly, safe environment, with a focus on prevention and education.

We are currently looking to add a part or full time dental assistant and/or sterilization technician. Candidates for this position should be team-oriented and desire working in a fast-paced, fun and child-friendly environment. Candidates should be willing to listen, learn and be determined to make a difference for Northeast Iowa Pediatric Dentistry and its patients. The practicing dentist will provide supervision to the dental assistant. Listed below are *some* of the job responsibilities expected in these positions:

- Greet and seat patients from the waiting room.
- Obtain and update dental and medical history.
- Perform coronal polishing and obtain appropriate diagnostic radiographs when indicated.
- Assist in the delivery of dental treatment.
- Provide oral hygiene instructions, dietary counseling and anticipatory guidance to parents and patients.
- Review nitrous oxide, sedation and general anesthesia protocols with parents/legal guardians.
- Obtain appropriate diagnostic radiographs when indicated.
- Perform basic laboratory procedures.
- Order dental/office supplies.
- Maintain patient confidentiality per HIPAA requirements.
- Set up and tear down units.
- Sterilization of dental equipment and instruments with strict adherence to infection control.

## Preferred Qualifications

- Graduate of a dental assisting program, but would be willing to train right candidate.
- Prior work experience with children in some capacity.

## Offered Benefits

- Retirement plan (401k), with employer matching up to 4%.
- Paid time off (PTO) and paid holidays.
- Health insurance (*employer does NOT contribute*).
- Bonus system based upon monthly, office-wide production.

Interested candidates should send a cover letter and résumé to [info@neiapd.com](mailto:info@neiapd.com). Three references should be available upon request.

*Northeast Iowa Pediatric Dentistry is an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law.*