

# Employment Opportunity

**Open Position:** Dental Assistant / Surgical Coordinator  
**Position Type:** Full-time (~4 days/week)  
**Location:** Decorah, IA



Northeast Iowa Pediatric Dentistry is located 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 full-time staff member. This is a hybrid clinical and administrative role, supporting both chairside dental assisting and surgical coordination. Candidates for this position should be team-oriented, highly-organized, and exhibit strong attention to detail. The ideal candidate enjoys working with children and families, values teamwork, and thrives in a fast-paced but supportive environment.

The practicing dentist and business manager will provide supervision and guidance for this position. Listed below are *some* of the job responsibilities expected in this position:

## **SURGICAL COORDINATOR**

- Schedule and coordinate dental surgeries under general anesthesia at the local hospital, WinnMed.
- Schedule and coordinate in-office dental sedation appointments.
- Scan paperwork and insurance cards; complete dental surgery pre-authorizations as needed.
- Communicate with local medical providers and facilities prior to dental surgeries.
- Make outgoing, reminder phone calls to patients.
- Maintain patient confidentiality per HIPAA requirements.

## **Job Requirements**

- High school graduate or equivalent.
- Strong grammatical and proofreading skills.

## **Preferred Qualifications**

- Graduation from a dental assisting program preferred; willing to train the right candidate.
- Prior dental assisting experience, in some capacity.
- Previous history of work in the dental field.

## **DENTAL ASSISTANT**

- 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.
- Sterilization of dental equipment and instruments with strict adherence to infection control.

## **Offered Benefits**

- Retirement plan (401K), with employer matching.
- Paid time off (PTO) and paid holidays.
- Dependent Care Assistance Program.
- Health Reimbursement Account (HRA).
- Continuing Education reimbursement.
- Uniforms / scrubs provided.

**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.*