

Employment Opportunity

Open Position: Dental Assistant

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 dental assistant. Candidates for this position should be team-oriented and desire working in a fast-paced, fun and child-friendly environment. 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.
- Maintain patient confidentiality per HIPAA requirements.
- Set up and tear down units.
- Sterilization of dental equipment and instruments with strict adherence to infection control.
- Assist in scheduling and coordinating dental surgeries under general anesthesia and IV sedation.

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.
- 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@neiabd.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.

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American Board of Pediatric Dentistry