

# Career Development Opportunity

**Site Supervisor:** Hope Jackson

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**Are you a BHSU Alumni?:** No

**If yes, what year did you graduate?:**

## Opportunity Details

**Business, Company, Organization Name:** Jackson Dental Clinic

**Company Description:** At Jackson Dental we love our community. That's why we have worked so hard to create an office that feels more like coming home than going to the dentist. After all, the people we treat are our friends and neighbors, and we want to give them the very best. It's also why we are so involved in our community, volunteering for dental clinics, being involved in fundraisers, participating in science fairs... well, you get the picture. This area is our home and we want to spread smiles wherever we go.

**Opportunity Offering:** Full-time job

**Work Study Options:**

**Opportunity Title:** Lead Dental Assistant

**The opportunity will take place in?:**

**Start Date:** 6/28/2019

**End Date:**

**Weekly Hours:** 35

**Hourly Wage:**

**What does the opportunity provide?:**

Our office is currently seeking the position of a Lead Dental Assistant. We have a beautiful office, cutting-edge technology, a passionate team and three dedicated dentists providing the highest quality of care available in our area. Previous experience with a great attitude and work ethic is a plus, but a motivated, team oriented, organized applicant with leadership skills will be considered. We are seeking someone interested in a career with advancement opportunities.

**What are the characteristics of a qualified candidate?:**

Greet patients with a warm smile

Lead the doctor in his day to provide exceptional care for every patient

Lead other assistants directing them throughout the day for efficiency and completeness

Set-up rooms for prescribed treatments

Chairside assist doctor (handing instruments, materials, suction), sterilization of instruments and practice infection control

Maintain accurate patient records

Undertake lab tasks as needed

Communicate with administration and hygiene to maintain consistent thorough patient care

Be confident and passionate every day you come to work

**What skills are needed to be successful?:**

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**Application Process:**

Please send resume and a cover letter to [drjackson@bellefourchedentist.com](mailto:drjackson@bellefourchedentist.com)

**Application Deadline:**