

Certified Dental Assistant (CDA) Part-Time (25+ hours / week) – Northampton, MA

Strong & Healthy Smiles by Dr. Sue Keller (SHS) is a people-centered dental practice in a spa-like, ultra-comfortable office in Florence, MA, within a mile of Cooley Dickenson Hospital on Route 9 in Northampton. We specialize in providing excellent care using sedation and relaxation techniques for anxious and busy adult patients, and we also provide preventive care for all ages.

We currently have an opening for an experienced Certified Dental Assistant (CDA) who would be interested in clinical and administrative duties, as well as supporting the office in marketing and bringing in new patients.

PLEASE NOTE: You MUST be certified

Competencies for Certified Dental Assistant (must be highly skilled in):

Chairside / Clinical

- DANB Certification required, Hep B vaccinated, CPR/AED certified
- The ability to help patients visualize the importance of completing a Dental Health Plan
- Chairside assisting, 4-handed
- Able to anticipate the doctor's needs and be fully prepared
- Patient and effective at teaching and instructing patients on home care
- Making temporary crowns both chairside and in the lab
- Digital X-Rays (must be MA certified)
- Digital intra - and extra - oral camera use
- Impressions
- Basic lab work: pour, trim and polish study casts, mount to articulators, whitening trays, stents, cleaning and polishing or removable appliances, fabrication of temporary restorations, night guards, custom impression trays (Triad)
- Lab case management, tracking, and scheduling
- Comfort and expertise with setting up for / assisting in surgeries and extractions
- Clearing and setting up of treatment rooms in timely and complete manner
- Dental & medical management of Sedation Dentistry, including nitrous oxide administration
- Sterilization of clinic instruments & equipment maintenance
- Administrate OSHA and Safety compliance, Emergency Training program, Monthly Equipment Maintenance

Administrative

- Skilled in PracticeWorks or similar dental software (scheduling, collecting payment, creating treatment plans)
- Computerized patient treatment record-keeping & charting
- Purchasing / reordering of supplies and keeping accurate product and supply inventory
- Web research and ordering
- General office support, including knowledge of MS Word, Excel, Outlook, PowerPoint
- Answering phones, scheduling appointments, greeting patients
- Checking in patients, checking out patients & collecting payments

Temperament

- A cheerful, respectfully outspoken nature – a clear and direct communication style (this is very important, as I work best with those to whom I may speak directly)
- Friendly, mature, self-confident personality; strong handshake, warm smile, easy laugh
- Efficient, detail-oriented, thorough, fast-paced multi-tasker
- Strong critical thinking and problem-solving skills

- Intelligent, quick learner, able to retain and process tasks to completion without undue repetition
- Able to create and maintain written protocols consistently
- Self-starter, strongly motivated by the drive to excel

Hours Available: Monday – Friday 25+ hours / week

Same as doctor's hours plus additional hours. Must be flexible and willing to adjust hours, depending on season and office needs.

If you would like to be considered for an in-person interview, please email a copy of your most recent resume to shsmarketing@strongandhealthysmiles.com, accompanied by a detailed cover letter outlining your particular skill set and previous RDH experience. Explain what you feel you would bring to the practice team, as this is a chance to elaborate your accomplishments with details! We are excited to hear from you and look forward to the possibility of a mutually beneficial relationship.

Compensation: Generous compensation commensurate with experience