



Dental Assistant Job Posting

August 2022

Halifax Endodontics is currently hiring for the permanent part time position of **Dental Assistant**. We are a specialist practice in the field of endodontics. We offer a clean, comfortable work environment with free parking.

The dental assistant may work with two endodontists at any time. Their primary role is chair side assisting the dentist, however may fill in at the front desk in a reception role periodically as needed.

Duties: (include but are not limited to):

- Assist chair side as scheduled; including operatory setup/tear down, digital imaging, instrument sterilization
- Work in conjunction with the other dental assistant(s) on staff
- Basic maintenance of equipment – including but not limited to: oiling of hand pieces, replacing damaged files and/or blades.
- Other practice duties may include supply ordering/inventory, light cleaning,
- Reception Desk fill-in duties during unscheduled chair side, break coverage and short term vacancies. Tasks may include; working with office manager to confirm appointments, recalls, light clerical assignments, and other related tasks.

Qualifications:

- Dental Assistant certification Level II required
- Experience in surgical procedures considered an asset
- Versed in dental software (ABELDent or equivalent)
- Proficient in basic computer skills, MS Office (Word/Excel/Outlook)
- Able to work as a dedicated team player in a fast-paced environment, maintaining high professional standards and clear communication.

Compensation:

Competitive salary with benefits. Medical and dental benefits coverage. Flexible vacation times.

Hours of Work:

The permanent part time position will work **Monday, Tuesday and Wednesday 8am – 4pm**. There may be opportunity for work on some Thursdays and Fridays, but not guaranteed. Due to the nature of endodontic treatment, emergencies may occasionally cause work hours to slightly extend past 4:00pm.

Start Date:

The position is **available immediately**. If you believe your experience and skills match our requirements, please send us your cover letter and resume. We look forward to hearing from you!

Email cover letter and resume to: drmichelle@halifaxendo.com

We thank all those who apply; however, only applicants chosen for an interview will be contacted.