

Dental Assistant Job Description

1. Job Brief (About the Role)

{{Company Name}} is hiring a Dental Assistant to support our dentists and care for patients at our {{practice}}. This role reports to the {{Lead Dental Assistant / Office Manager}} and works chairside through a full day of procedures.

Three or four sentences: the team, who the role reports to, and why this position exists. Skip generic openers like "We are looking for..."

2. Responsibilities

- Assist the dentist chairside: pass instruments, suction, and retract
- Seat and prepare patients and review their health history
- Take and process dental radiographs (X-rays) per protocol
- Sterilize instruments and set up and break down operatories
- Take impressions, pour models, and fabricate temporaries where permitted
- Chart procedures and update the patient record in the {{practice software}}
- Provide post-op and oral-hygiene instructions within scope
- Follow OSHA and CDC infection-control and bloodborne-pathogen standards

Eight to twelve bullets, each starting with a verb. Keep them specific to the day-to-day work, not aspirational filler.

3. Requirements & Skills

- {{Dental assisting certification / state requirements, e.g. radiography license}}
- Current {{BLS / CPR}} certification
- Chairside assisting and four-handed dentistry experience
- Experience with {{dental practice software, e.g. Dentrix or Eaglesoft}}
- Strong attention to detail and a calm, reassuring chairside manner

List the must-haves: experience, licenses or certifications, the systems and tools used, and any physical or shift realities.

4. Nice-to-Have

- Expanded Functions (EFDA) certification
- Experience in {{a specialty — ortho, oral surgery, pediatric}}

Two to four genuinely optional items. Keep them strictly separate from Requirements so they don't deter good applicants.

5. Compensation & Benefits

Pay range	{{Salary Range}}
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Enter a pay range from local market data — do not leave it blank. Pay transparency improves applicant quality and is now required in many states.

6. Schedule & Work Environment

- {{Full-time}}, {{practice hours — e.g. Mon–Thu 8a–5p}}
- Dental office; on your feet and chairside most of the day
- Standing, fine motor work, and exposure to standard dental hazards with PPE

Be honest about shifts, weekends, overtime, and the physical environment. Realistic expectations reduce early turnover.

7. How to Apply

To apply, {{application instructions — e.g., send a resume and short cover note to careers@company.com}}.

{{Company Name}} is an equal opportunity employer. We celebrate diversity and are committed to an inclusive workplace. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.