



LANDMARK STAFFING

Position: Expanded Duties Dental Assistant

Location: Grand Junction, CO

Type: Full Time

Wage: \$17.00 - \$23.00/ hour DOE

We are looking for a skilled and motivated Expanded Duties Dental Assistant (EDDA) to join our dental team. The EDDA will be responsible for assisting the dentist in all aspects of patient care, including performing expanded duties within the scope of their training and certification.

Responsibilities:

- Assist the dentist in providing patient care by performing expanded duties such as placing and removing dental dams, administering local anesthesia, taking impressions, and polishing teeth.
- Educate patients on proper oral hygiene techniques, and answer any questions they may have.
- Prepare and maintain dental instruments, equipment, and supplies, ensuring that they are sterilized and ready for use.
- Record patient information and treatment plans accurately in the electronic health records system.
- Ensure compliance with infection control protocols and maintain a safe and clean environment for patients and staff.
- Assist with front office duties such as scheduling appointments, verifying insurance, and collecting payments.

Requirements:

- Certified as an Expanded Duties Dental Assistant by an accredited program.
- Current CPR certification.
- 1+ years of experience as a EDDA
- Knowledge of dental procedures, terminology, and materials.
- Excellent communication and interpersonal skills.
- Strong organizational and time-management skills.
- Ability to work in a fast-paced environment and handle multiple tasks simultaneously.
- Attention to detail and accuracy.
- Proficiency in computer skills and electronic health records systems.
- Must be able to work flexible hours, including some evenings and weekends.

Benefits after 90 days:

- Holiday Pay
- Health Insurance
- Paid Time Off
- Other