



## **LANDMARK STAFFING**

**Position: Expanded Duties Dental Assistant**

**Location: Grand Junction, CO**

**Type: Full Time**

**Wage: \$16.00 -\$20.00/ hour DOE**

We are looking for a skilled and motivated Expanded Duties Dental Assistant 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.

### **Job 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.

### **Job Requirements:**

- Certified as an Expanded Duties Dental Assistant preferred.
- Current CPR certification.
- At least 1 year of experience as a Dental Assistant required.
- 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.

**We offer a competitive salary, health insurance, paid time off, and opportunities for professional development. If you are interested in this position and are committed to providing excellent patient care, we encourage you to apply for this exciting opportunity.**