



## Employment Opportunity Posting

Posting Date: February 16, 2018

Position(s) Available: **Chairside Dental Assistant**

Position Available: March 19, 2018

Number of positions available: One

Primary Responsibilities: Responsible for administering the day-to-day activities of the clinical dental office, including: chairside assisting dentist, taking dental x-rays, coronal polishing, infection control, set-up/tear-down/turn-over dental operatories between patients, process and mount dental xrays, taking vitals, updating medical histories, entering chart notes, ordering dental supplies and managing clinical supplies inventory, intraoral and extraoral photography, maintaining and cleaning dental equipment, maintain appearance and order of dental office, and manager of patient appointment preparation. Complete, detailed Job Description available on our website:

<http://www.steckelbergdental.com/contact-us/employment-opportunities>

Required Certifications:

High School Graduate, or equivalent

Graduate of ADA-accredited dental assisting program OR 2 years chairside dental assisting experience

Dental X-ray certificate, State of Nebraska

Coronal Polishing certificate, State of Nebraska

CPR Certification, current - (BLS for Healthcare Providers)

Qualifications: Individuals interested in this employment opportunity should be detail oriented, self-motivated, and be able to work within a constantly changing environment. Experience in certain fields may be helpful, but is not required. These fields include: Customer Service and Dental Assisting. Typing and note-taking skills must be present. Legible handwriting and an understanding of basic math skills required. Qualified candidates will have the ability to easily adapt to changes and take the initiative to get the job done.

Office Computer Systems utilized by the position include: Patterson Eaglesoft, Microsoft Excel, Microsoft Word, Microsoft Outlook, and Google Chrome. Individuals need experience with the Microsoft Office systems and Internet skills, as job training will not include these basic operating systems. No previous experience is necessary with Patterson Eaglesoft software. We subscribe to Patterson Dental's EagleSoft technical support team services – they are an invaluable extension of our practice's dental team.

Reporting Hours for Dental Assistant Position Available:

Mondays: 9:00am-5:30pm\*\*

Tuesdays: 9:00am – 4:45pm or 5:15pm\*\*

Wednesdays: 7:00am-2:00pm\*\*

Thursdays: 7:00am-2:00pm or 4:30pm

This position is responsible for opening the office on Wednesdays and Thursdays.

The office is open later on a few Thursday afternoons each month, as well as a few Wednesday afternoons during the year. The last patient may end as late as 4:30pm on those dates. Please plan accordingly, as these dates are scheduled well in advance. Schedule available within EagleSoft at employee convenience.

\*\*closing time varies due to patient treatment requirements, some flexibility necessary.

Average 32-36 hours weekly



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### Remuneration:

Negotiable Hourly Wage. Paychecks distributed every 2 weeks. Effective Hourly Wage has built-in wage increases at 90 days, 6 months and 1 year. Staff Reviews completed by Dr. Steckelberg on an annual basis, with employee feedback desired. Dental Care provided after 6 months continuous employment. Paid Vacation is available after 12 months continuous employment. Retirement Package with up to 3% employer match after 18 months continuous employment. Terms for all these incentives are described in Employee Handbook.

### Media of Applications Accepted:

Applications will be accepted via USPS mail, hand delivery, and electronic-mail\*\*.

## Contact Information

### Mailing Address:

Steckelberg Dental  
3201 South 33rd Street, Suite A  
Lincoln, Nebraska 68506

Steckelberg Dental Business Hours  
Monday - Thursday 8:30am-4:30pm

Telephone: (402) 489-7800

Email: [dr@steckelbergdental.com](mailto:dr@steckelbergdental.com)

[www.steckelbergdental.com](http://www.steckelbergdental.com)

Please visit our website for additional information. Please return your required application materials as soon as possible.

Candidates for this position must provide a completed Employment Application to be considered for this position. **A resume is not a substitute for an employment application.** The Employment Application is available via our website at: <http://www.steckelbergdental.com/contact-us/employment-opportunities>

## Application Process

Employment Opportunities at Steckelberg Dental are posted on our website, as they become available. We invite interested individuals to stop into our office, visit our facilities and current team members during our business hours.

We request that all applicants who wish to verify our receipt of your application or inquire about your application status, to please send an email inquiry to [billing@steckelbergdental.com](mailto:billing@steckelbergdental.com). Our staff will verify receipt of your application via email during our regular business hours. By following this format, you are allowing us to extend the best possible customer service to our patients throughout the application process.

If you have applied to Steckelberg Dental previously and would like to be re-considered for the currently available position, please complete a new application and follow the same application process as listed above. Specific details about our employment opportunities do change each time a new employment opportunity is available.

Our office initiates all interviews to be scheduled. Interview formats may include phone, face-to-face and working interviews.



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# Job Expectations

### GENERAL

Appearance & hygiene good  
Good verbal skills  
Ability to handle pressure  
Punctual & good attendance  
Accepts criticism & benefits from it  
Cheerful, interested  
Eager to learn  
Makes efficient use of time  
Leaves personal concerns at home  
Follows directions  
Works neatly  
Flexible  
Prioritizes  
Assists other staff members when time permits  
Is aware of role as team member  
Communicates well with all team members  
Respects opinion of others  
Honesty always with Dr Steckelberg  
Detail-oriented

### UNIFORM

Scrubs of your choice  
Close-toed non-marking shoes for work  
Lab coat that you provide (optional)  
laundered on site

### BENEFITS

Paid Holidays, Uniform Allowance, (after 90 day probationary period)  
Bonus Benefit, Dental Benefit (6mos waiting period)  
Paid Vacation (1yr waiting period),  
Retirement Package (18mos waiting period)

### DENTAL ASSISTANT

Maintains equipment  
Takes radiographs  
Assists during all procedures  
Sets up and cleans up rooms  
Sterilizes instruments  
Charts perio & restorations during exam  
Takes & pours up alginate impressions  
Trims models  
Makes custom trays  
Makes bleach trays  
Stocks supplies in treatment rooms  
Orders supplies before last item used  
Pursues CE courses to improves skills  
Makes patients feel at ease  
Stays on schedule  
Coronal polishing  
Self-sufficient  
Motivated self-starter

### OTHER

X-ray certification in state of Nebraska  
Coronal polishing certificate in Nebraska  
CPR is current (BLS for healthcare providers)  
Hepatitis B series vaccination completed