



## Employment Opportunity Posting

Posting Date: March 6, 2020

**Position(s) Available: Front Desk Administrative Assistant / Dental Receptionist**

**Position Available:** April 6, 2020

**Number of positions available:** One

**Primary Responsibilities:** Responsible for administering the day-to-day activities of the business office, including: insurance processing, calculating appointment finances, presenting treatment plans, maintenance of patient records, schedule and confirm patient appointments, administrator of accounts receivable, maintaining appearance and order of dental office, and manager of patient appointment re-care/recall system.

The ideal candidate will be willing and motivated to be cross-trained in chairside dental assisting. We are a small office, so everyone needs to be able to help seat patients, update medical histories and vitals, start chart notes, provide effective infection control procedures with tearing down and setting up rooms. Experience and Certification in Dental Radiography is ideal, but candidates willing to obtain this certification during employment will be considered. This position does require occasional chairside assisting and taking quality dental xrays.

Complete, detailed Job Description available on our website:

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

**Required Certifications:**

High School Graduate, or equivalent

Dental X-ray certificate, State of Nebraska,

*Will consider candidates who are willing to become certified during employment*

CPR Certification, current - (BLS for Healthcare Providers equivalent)

*Must obtain within first 90 days of employment*

**Qualifications:** Individuals interested in this employment opportunity should be detail oriented, self-motivated, dependable, and be able to work within a constantly changing environment. Experience in certain fields may be helpful, but is not required. These fields include: Reception, Administrative Assisting, Accounts Receivable, and Appointment Scheduling. 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 Google Chrome, 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 Front Desk Administrative Assistant / Dental Receptionist

Average: 32 hours weekly, after fully trained. (likely 34 hours/week first 90 days for training)

Mondays: 8:30am - 5:15pm\* 30 minute lunch break

Tuesdays: 8:00am - 5:30pm \* Staff meetings over lunch break 1-2x/month

Wednesdays: 8:00am - 4:30pm\* \*day ends when duties completed, may take longer first few

Thursdays: varies 9:00am OR 12:00pm - 4:30pm\* months of employment and with patient emergencies.

Fridays: 2 hours training with Dr. Steckelberg during the 1<sup>st</sup> 90 days and monthly meetings.

*Hours vary when it is a shortened work week (due to holidays/vacation) and occasionally due to scheduling requirements. Staff have access to patient schedule in Eaglesoft during working hours. Whenever possible, any future working hour variations are discussed as a team before scheduling.*



## Employment Opportunity Posting

### 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 to [apply@steckelbergdental.com](mailto:apply@steckelbergdental.com)

## Contact Information

### Mailing Address:

Steckelberg Dental  
3201 South 33rd Street, Suite A  
Lincoln, Nebraska 68506  
Telephone: (402) 489-7800  
Email: [apply@steckelbergdental.com](mailto:apply@steckelbergdental.com)

### Steckelberg Dental Business Hours (current Winter 2020)

Mondays 9:15am – 5:00pm  
Tuesdays & Wednesdays 7:30am – 4:00pm  
Thursdays: 12:00pm – 4:30pm

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

## Application Process

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. 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. Applicants must be willing to submit to a background check and drug screening.