



Employment Opportunity Posting

Posting Date: September 4, 2020

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

Position Available: September 28, 2020

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:

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

Required Certifications:

High School Graduate, or equivalent

Graduate of CODA-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), must be current w/in 6 mos of employment

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: 8:30/9:00am-5:00/5:30pm**

Tuesdays: 7:00am – 4:30/5:00pm**

Wednesdays: 7:00am – 4:00/4:30pm**

Thursdays: 11:00am – 4:30pm (8:30am-4:30pm two-four times yearly)

Fridays: 9:00am – 12:00pm (alternates with front desk, averages every other week)

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

Dr. Steckelberg works at LLCHD Thursday mornings, but traditionally works 3-4 full days on a Thursday throughout the year. Due to this, the reporting hours vary on a few Thursdays each month. 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 31-34.5 hours weekly



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 remuneration are described in Employee Handbook given upon first day of employment.

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

Telephone: (402) 489-7800

Email: apply@steckelbergdental.com

www.steckelbergdental.com

Steckelberg Dental Business Hours

Mondays: 8:30am-5:00pm

Tuesdays: 8:30am-4:30pm

Wednesdays: 8:30am-4:00pm

Thursdays: 9:30am-4:00pm

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: <https://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. Our staff will verify receipt of your application via email during our regular business hours (listed above). 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, Zoom, face-to-face, group and working interviews.



Employment Opportunity Posting

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 - laundered on site
Close-toed non-marking shoes for work
Lab coat - laundered on site

BENEFITS

Paid Holidays, Uniform Allowance, Bonus Benefit, Dental Benefit, Paid Vacation,
Retirement Package

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 bleach trays
Stocks supplies in treatment rooms
Orders supplies before last item used
Pursues CE courses to improve 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