



**Job Description:** Dental Assistant

Come work for Shattuck Dental Care of Saginaw, part of the Lavender Dental Group, and be a part of a growing dental practice group where you can help make a difference.

We are a well-established office that is continuing to grow and need a full-time dental assistant to join our team.

As an assistant for our practice, you will play a critical role in providing relevant, meaningful, engaging, and positive experiences with our brand.

The right team member must have at least one year of dental assisting experience. You will greet patients, introduce yourself and lead them to your prepared exam room. You will assist the dentist during the patients examinations and other procedures. Between patients, you will clean exam rooms and replenish supplies. When not working with patients, you will also assist with administrative tasks, including answering phones and organizing patient records as needed.

**What we will offer:**

- Competitive wages
- Medical/dental/vision benefits
- 401k
- PTO

**Responsibilities/Skills Required:**

- Assist the dentist during examinations and dental procedures
- Educate patients on good oral hygiene habits
- Gather patient information and health background
- Ordering and maintaining First Aid Kit and expiration dates of office supplies
- Prepare materials for crowns or dental impressions
- Prepare the work area for procedures
- Restock treatment areas and monitor inventory
- Take x-rays of patients' teeth when necessary and display results for the dentist
- Coordinate patient treatment with administrative team members
- Perform additional office tasks when requested

**Requirements and Qualifications:**

- Dental assistant certificate from an accredited vocational school (preferred)
- 1+ years of dental assisting experience
- X-ray certification a plus
- Current BLS and CPR certification
- Excellent understanding of dental hygiene procedures
- Knowledge of aseptic and sterilization techniques
- Excellent written and verbal communication skills
- Attention to detail

**Job Type:** Full-time, Permanent

**Job Hours:** Monday – Wednesday 8am – 5pm, Thursday 8am - 3pm

**Job Location:** Shattuck Dental Care, Lavender Dental, Saginaw Michigan

**Direct Contact:** [kari.somerville@sdpamgmt.com](mailto:kari.somerville@sdpamgmt.com)