

## **WORKING HERE**

As you walk into our facilities all your senses will be enlightened. You will notice that this is not your typical dental office. Our dental practice provides a professional, friendly, dynamic environment where ideas are heard and challenges are embraced. We're a dental group full of smart, talented, diverse people striving to do our jobs better every day. Working here requires enthusiasm, firm, quick decision-making and—results.

Dentistry @ Its Finest employs 2 dental assistants, 1 front office clerical staff, and 1 office manager. We are a full-service dental practice with many amenities, such as: laser dentistry, sleep dentistry, digital x-rays, Zoom! Teeth whitening, Invisalign, migraine therapy, and last but not least a complete smile makeover.

We offer to all of our team members; above market competitive salaries, bonus programs based on productivity and much more.

### **You're valued.**

We are dedicated to training and supporting employees interested in furthering their career growth. We feel good about working here. We are committed to making a difference in the communities we serve and the customers we care for. Please read more about this exciting opportunity!

We have one fine group of professionals, who are dedicated to the dental and overall health, and will make you feel appreciated. And we are always happy for a right person to join our team.

Dental Office Administrator, Receptionist, Dental Assistant, Hygienist

You must have great communications and teamwork skills, and a good command of the English language in speaking, reading and writing. All of the new hires will be cross trained for both the front and back office duties. You must have experience working as a team, like new challenges and the ability to work independently. You will have the ability to increase your pay based on your professionalism, your ability to take on responsibilities, and to master and understand new concepts and skills.

### **Great benefits offered with the job include the following:**

- Health Insurance
- Incentive Bonus
- Dental Coverage
- 401 (K) Plan
- Paid Holidays

Paid Vacation

**Here are the descriptions of the positions we hire.**

**Office Administrator:**

**SUMMARY OF POSITION**

We are looking for a successful leader; one who will not only maintain daily operations, but who is committed to providing opportunities for practice improvement and staff development. As Office Manager, you will:

- Work closely with the owner and associates to manage the practice.
- Provide leadership and direction to the office staff.
- Share responsibility for delivering superior patient service.
- Coordinate daily activities to maintain an environment of professionalism, excellent patient care, and profitability.
- Serve as a liaison between our office, referring dentists, and our patients.
- Generate productivity reports and analyze data to track office financial performance, trends, growths, and problems.
- Maintain and improve productivity.

**Receptionist:**

***SUMMARY OF POSITION***

A dependable individual with excellent people and communication skills. You will be the first point of contact. Need to have a bubbly personality! High ethical and moral values, who enjoys and takes pride in their work, and a team member who would like to become part of a growing practice.

Must be able to speak and write proper English, speak and understand Spanish, must have strong computer skills and experience with dental software Computer Age a plus. Be able to handle patient problems with delicacy and professionalism, be organized, and be able to multi task and solve problems being able to communicate in a clear, understanding, explanatory, caring and intelligent manner.

The job duties include scheduling appointments, confirming appointments, telephone reception, greeting patients, patient and insurance billing, co-pay and deductible collection, daily and monthly reports, financial arrangements, working with Computer Age software. Most importantly making our patients feel welcomed and cared for at all times. In addition other responsibilities related to running the front office of a dental practice.

## **Dental Assistant:**

### *SUMMARY OF POSITION*

As a dental assistant for this busy office in Orange County, you will be responsible for assisting patients, working x- ray, completing office sterilization of equipment, and other lab procedures. RDA certified a big plus with applicable salary DOE. Top compensation and a rewarding work environment that offers growth, stability, and a flexible schedule. Work only Tue, Wed, Thu, and have the rest of the week off.

## **Hygienist:**

### *SUMMARY OF POSITION*

#### *ESSENTIAL DUTIES AND RESPONSIBILITIES*

Clean teeth and examine oral areas, head, and neck for signs of oral disease. May educate patients on oral hygiene, take digital X-rays, or apply fluoride or sealants.

- Clean calcareous deposits, accretions, and stains from teeth and beneath margins of gums, using dental instruments.
- Feel and visually examine gums for sores and signs of disease.
- Chart conditions of decay and disease for diagnosis and treatment by dentist.
- Feel lymph nodes under patient's chin to detect swelling or tenderness that could indicate presence of oral cancer.
- Apply fluorides and other cavity preventing agents to arrest dental decay.
- Examine gums, using probes, to locate periodontal recessed gums and signs of gum disease.
- Take digital X-rays.
- Provide clinical services and health education to improve and maintain oral health of school children.
- Remove excess cement from coronal surfaces of teeth.
- Make impressions for study casts.

### *MINIMUM QUALIFICATIONS*

Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

Public Safety (OSHA) and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Computers — Considerable knowledge of computer software's such as Word Perfect, Excel, etc. Familiarity with Computer Age dental software is a positive plus.

Overall Experience — a minimum of five years work-related skill, knowledge, or experience is needed for this position.

Education — a high school diploma and an RDH license from an accredited college or vocational institution is required

If you liked what you have read and seen so far and want to move ahead in your career and work with an exceptional staff in a great atmosphere, give us a ring and ask for Rita or Inna. Let's discuss our future together.

**Email your resume with salary history and requirements to:**  
[drayzin@finestdentistry.com](mailto:drayzin@finestdentistry.com)

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