



Pediatric Dental Assistant

Petite Dental & Orthodontics is seeking an experienced, Pediatric Dental Assistant to support our team in providing outstanding care to our families in the South Austin and surrounding communities. Applicants should be kind individuals who are personable, responsible and capable of relating to our young patients and their parents through excellent customer care.

The primary duties include supporting the doctors and team during exams, hygiene visits, and restorative procedures; conducting thorough patient intake; demonstrate thorough oral hygiene and diet instructions; maintain a clean environment; sterilize instruments; maintain inventory of instruments and supplies; and come to work smiling everyday.

This is a full-time position with convenient work hours: averaging 34-40 hours per week, with alternating 4-day work weeks (Mon-Thu & Tue-Fri). Enjoy the convenience of a 4-day weekend twice a month. Our clinic hours are 7:30-4:30, no late evening hours. Must be available during school holidays when the office is open.

Qualifications:

- Excellent verbal and written communication skills
- Experience working with children of all ages
- Personable, must be comfortable meeting and greeting patients and families, communicate in a professional and effective manner
- Responsible and time efficient individual, to ensure schedule runs smoothly
- Ability to work independently and maintain a clean, organized work environment
- RDA license for at least 2 years
- Proficiency in digital charting (Eaglesoft and Dolphin preferred)
- Quality radiographs using digital sensors

We offer competitive pay, as well as paid vacation and monthly bonus opportunities, CE courses, coronal polishing, sealants and hospital certifications.

Our private, single location, specialty (pediatric and orthodontic) dental practice has easy commutes from South Austin, Driftwood, Dripping Springs, Kyle, Buda, and San Marcos.

To apply, send your cover letter and resume to HR@petitedental.com
All inquires will be kept confidential.

To learn more about our practice, visit www.petitedental.com