Dental Assistant

About G Smiles Dentistry

G Smiles Dentistry is a modern, technology-driven dental practice focused on delivering an exceptional patient experience for individuals and families throughout the Maumelle community. We are seeking a positive, growth-minded Dental Assistant who wants to help build a practice from the ground up and play an important role in shaping the culture and patient experience.

Position Summary

The Dental Assistant works directly alongside Dr. Graham to provide excellent clinical support while helping create a welcoming, comfortable, and efficient experience for every patient. Because G Smiles is a startup practice, this team member must be flexible, proactive, and willing to contribute beyond traditional assisting duties as systems and workflows are established.

Core Responsibilities

Clinical Support

- Assist chairside during restorative, preventive, diagnostic, and emergency procedures.
- Prepare and turn over operatories before and after treatment.
- Follow infection-control and sterilization procedures.
- Take and process digital radiographs in accordance with applicable requirements.
- Capture intraoral photographs and digital scans when trained and authorized.
- Support clinical documentation, charting, and treatment notes.
- Monitor instruments, clinical supplies, and operatory readiness.
- Provide post-operative instructions consistent with the doctor's direction.

Patient Experience

- Welcome patients and help create a calm, respectful, and family-friendly environment.
- Explain the flow of the visit and help patients feel informed throughout treatment.
- Use imaging and technology to reinforce patient education as directed by the doctor.
- Support clear handoffs between the clinical and front-office teams.
- Recognize patient concerns and promptly communicate them to the doctor.

Startup & Operational Support

- Participate in office setup, equipment orientation, and pre-opening training.
- Help establish and refine clinical workflows, checklists, and standard operating procedures.
- Assist with opening inventory, supply organization, and ongoing ordering processes.
- Participate in mock patient visits and workflow testing before opening.
- Contribute ideas that improve efficiency, teamwork, and the patient experience.

Qualifications

- Dental assisting experience preferred.
- Current radiography certification or permit as required by Arkansas law.
- Knowledge of infection-control and sterilization standards.
- Familiarity with digital dentistry technology and practice-management software preferred.
- Strong verbal communication and patient-service skills.
- Ability to manage multiple priorities while maintaining attention to detail.
- CPR/BLS certification as required for the role.

Ideal Candidate Traits

- Positive, dependable, and coachable.
- Patient-focused and attentive to comfort.
- Organized and detail-oriented.
- Comfortable with change and continuous improvement.
- Willing to take initiative and help build new systems.
- Team-oriented with a low-ego, problem-solving mindset.

Measures of Success

- Operatories, instruments, and supplies are consistently prepared and ready.
- Clinical workflows support safe, timely, and organized patient care.
- Patients experience clear communication and a smooth transition throughout the visit.
- The assistant contributes to clinical SOPs, training, and continuous improvement.
- Dr. Graham can remain focused on patient care because clinical support is reliable and proactive.

Physical & Scheduling Expectations

- Ability to remain seated or standing for extended periods and perform the physical functions commonly required in dental assisting.
- Ability to lift and move supplies or equipment consistent with the role, with reasonable accommodation when applicable.
- Availability for pre-opening training and a schedule that may evolve as the practice grows.

Equal Opportunity Statement

G Smiles Dentistry intends to provide equal employment opportunities and make employment decisions without unlawful discrimination. Reasonable accommodations will be considered for qualified applicants and employees as required by applicable law.