

Dental Assistant

Carrington Square Dental | Waxhaw, North Carolina

Classification:	Full-Time, Non-Exempt
Reports To:	Lead Dental Assistant / Office Manager
Schedule:	Mon–Tue 8am–5pm Wed 9am–6pm Fri 8am–4pm Sat 8am–2pm
Website:	carringtonsqaredental.com

POSITION OVERVIEW

The Dental Assistant at Carrington Square Dental plays a vital role in delivering the premier patient experience our practice is known for. Working directly alongside Dr. Aakar Chokshi and Dr. Bhrita Parikh, the Dental Assistant ensures clinical procedures run efficiently, patients feel comfortable and informed, and the operating environment meets the highest standards of safety and cleanliness. This is a hands-on, patient-facing role that requires both technical skill and genuine warmth.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Clinical Support

- Assist chairside during composite restorations, extractions, crown and bridge, dental implants, Invisalign records, and sedation procedures (nitrous oxide, oral conscious, and IV sedation)
- Anticipate the doctor's needs and maintain smooth, efficient workflow throughout procedures
- Take and process digital X-rays (FMX, BWX, panoramic, periapical) in compliance with ALARA standards
- Capture intraoral photos and assist with treatment presentation using clinical imaging
- Prepare and deliver local anesthetic syringes; ensure instruments are set up accurately prior to procedures
- Place and remove rubber dams, matrices, and retraction cord as directed by the provider
- Perform coronal polishing and fluoride application where permitted under NC state guidelines

Patient Care and Communication

- Greet and seat patients, review health histories, and document chief complaints and treatment notes accurately
- Explain procedures clearly and compassionately to reduce patient anxiety, especially for sedation patients
- Provide thorough post-operative instructions verbally and in writing
- Respond to patient questions and concerns with professionalism and empathy
- Escort patients through the office experience in alignment with Carrington Square Dental's premium care standards

Infection Control and Sterilization

- Follow OSHA and CDC guidelines for infection control at all times
- Sterilize, package, and maintain instruments using autoclave and ultrasonic cleaning equipment
- Disinfect and turn over operatories between patients efficiently and thoroughly
- Monitor and maintain sterilization logs and biological indicators
- Ensure all PPE protocols are followed by clinical staff

Inventory and Equipment

Dental Assistant

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- Monitor and track clinical supply levels; communicate needs to lead assistant or office manager
- Assist with ordering and stocking operatory supplies
- Perform basic maintenance on dental equipment and report issues promptly
- Maintain organized, clean, and well-stocked operatories at all times

Administrative Collaboration

- Enter clinical chart notes and procedure codes accurately and in a timely manner
- Communicate with the front desk team regarding scheduling, treatment plans, and patient flow
- Assist in preparation and organization of lab cases, including impressions, models, and lab correspondence
- Support smooth daily scheduling by maintaining efficient patient throughput

QUALIFICATIONS

Required

- High school diploma or GED
- Completion of a dental assisting program or equivalent on-the-job training
- North Carolina Radiation Control Certification (or ability to obtain within 90 days of hire)
- Current CPR/BLS certification
- Knowledge of dental terminology, procedures, and instruments
- Experience with dental practice management software (Dentrix, Eaglesoft, or similar)
- Strong attention to detail and ability to multitask in a fast-paced clinical environment
- Excellent interpersonal skills with a genuine passion for patient care

Preferred

- 1–2+ years of dental assisting experience in a general or multi-specialty practice
- Expanded Functions Dental Assistant (EFDA) certification
- Experience assisting with implant procedures and/or sedation dentistry
- Bilingual in Spanish, Hindi, or Gujarati
- Familiarity with Invisalign records and iTero digital scanning

COMPENSATION AND BENEFITS

Carrington Square Dental offers a competitive compensation and benefits package commensurate with experience:

- Competitive hourly compensation — range to be discussed during interview
- Health insurance
- Paid Time Off (PTO) and paid holidays
- Dental benefits
- Continuing education (CE) allowance and professional development support
- 401(k) or retirement plan
- Bonus opportunities
- Supportive, team-oriented work culture with a focus on growth

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PHYSICAL REQUIREMENTS

- Ability to stand for extended periods throughout the workday
- Manual dexterity sufficient to handle dental instruments and equipment
- Ability to lift up to 25 lbs as needed
- Visual acuity sufficient to work with dental materials, radiographs, and intraoral images

ABOUT CARRINGTON SQUARE DENTAL

Carrington Square Dental is a premier dental practice located in Waxhaw, NC, serving the Waxhaw, Weddington, and Wesley Chapel communities. Our practice offers comprehensive general, cosmetic, restorative, implant, Invisalign, and sedation dentistry in a modern, patient-centered environment. We are proud to be a top-rated Invisalign Gold Provider and a trusted resource for advanced implant dentistry in the region. Our team is committed to delivering a patient experience rooted in personalized care, clinical excellence, and genuine compassion.