

Job Description

Come and join our team today and deliver exceptional patient experiences.

Tremblay Orthodontics is looking for an **Orthodontic Assistant** to join our well-established practice in Port Alberni, BC. Some travel to our Qualicum Beach office may be required.

About the role:

The **Orthodontic Assistant** is a key member of our clinical team, responsible for providing all aspects of clinical patient care in a professional, efficient, and caring manner. The **Orthodontic Assistant** is involved in a wide range of patient care activities, including assisting the doctor during appointments, treating orthodontic patients, sterilization procedures, setting up the operatories, taking impressions and x-rays, and occasional minor lab work.

What you will be doing – key responsibilities:

- Build positive relationships with patients, families, and coworkers to ensure the targeted outcome treatment remains on schedule.
- Educate patients on oral hygiene.
- Enter detailed chart/record notations in the practice management system.
- Take x-rays, photos, impressions, and intraoral scans.
- Provide patient instruction/education.
- Provide reports to parents/guardians.
- Assist Orthodontist with consultations and all stages of orthodontic procedures.
- Clean/disinfect operatories and sterilize instruments and devices.
- Set up trays and prepare brackets for bonding.
- Unload and store new supplies.
- Ability to perform other duties as required for the efficient operation of the practice.

What you bring – qualifications:

- Certified Dental Assistant and licensed with CDSBC.
- Completion of orthodontics module (preferred)
- 1+ years' experience as a Dental Assistant; experience in an orthodontic office (preferred).
- Exceptional interpersonal and communications skills, verbal and written, with a proven ability to build strong relationships to build positive rapport with patients, parents, doctors, fellow team members and community.
- Strong conflict resolution, problem solving and decision-making skills.
- Keen attention-to-detail and time management

- Working knowledge of Microsoft Office suite; proficiency with dental software systems is an asset to complete tasks such as data entry, patient tracking and imaging.

How to Apply:

Please send your resume directly to nadatia@corusortho.com

We know that applying to a new role takes a lot of work and we sincerely value your time and your interest in working with Tremblay Orthodontics. We're looking forward to reading your application. We thank all applicants, though only those selected for an interview will be contacted.

At Tremblay Orthodontics & Corus Orthodontists, we are committed to fostering an inclusive and welcoming environment where everyone feels valued, respected, and empowered to bring their authentic selves to work. We take pride in being an inclusive employer that celebrates diversity and treats all applicants equally, and without discrimination. Our recruitment team is dedicated to providing equal opportunities and reasonable accommodations. If contacted to discuss your application, please inform your Recruitment Specialist if an accommodation is required.

Visit our website for more information: <http://www.doctremblay.com/>

Wage: \$22 – \$35/Hour