

INVERNESS SMILES

Family & Cosmetic Dentistry

Dental Assistant

Birmingham, AL (Hwy 280 / Valleydale corridor) • Full-Time

Pay & Benefits

- Competitive pay, with growth opportunities for high performers
- Employee and immediate family dental coverage
- Paid holidays
- 401(k) with employer match
- A supportive, values-driven team and a practice that invests in its people

Schedule: Full-time, four-day workweek — Monday, Wednesday, and Thursday 8–5 and Tuesday 8–6, closed Fridays — plus one Saturday each month. Team members share in the monthly Saturday rotation when necessary.

Do you love the hands-on side of dentistry and take pride in helping deliver top-notch clinical care? We're looking for a dependable, detail-oriented Dental Assistant to work chairside with Dr. Aiken — anticipating needs, keeping procedures running smoothly, and making sure every patient feels comfortable and cared for.

You'll work hand-in-hand with our Patient Coordinator and Billing & Operations Coordinator so clinical care and the business side stay seamlessly connected.

Experience preferred. No dental experience? If you bring a strong work ethic and a demonstrated ability to learn quickly and apply new skills — evidenced by academic achievement — we'll train the rest.

Key Responsibilities

Chairside Assisting & Clinical Support

- Assist the dentist during procedures, ensuring efficiency and patient comfort
- Prepare treatment rooms, instruments, and materials for each procedure
- Take digital X-rays, impressions, and intraoral scans (as trained)
- Maintain strict infection-control and sterilization protocols
- Anticipate doctor and patient needs during procedures
- Turn over and restock treatment rooms between patients

Patient Care & Case Support

- Help patients feel at ease and understand what to expect during treatment
- Reinforce the doctor's recommendations chairside and support patients' questions about next steps
- Prepare and track lab cases in coordination with the business office

Operations & Team Support

- Keep accurate, timely clinical records and charting in our practice management software
- Collaborate with front-office and administrative team members for seamless care
- Support office efficiency by flexing to help where needed

Culture & Growth

- Deliver careful, dependable clinical support the whole team can rely on
- Stay coachable and open to ongoing training and development
- Contribute to a positive, team-oriented, and growth-focused environment

What We're Looking For

- Dental assisting experience (2+ years preferred)
- Knowledge of infection-control and sterilization protocols (or willingness to learn)
- Ability to learn dental terminology and codes quickly
- Positive, patient-first mindset and a team-player attitude
- Demonstrated willingness and desire to be coached

How We Work — Our Core Values

- **People Before Procedures** — Patients are people first. We lead with care, never with sales.
- **Voice It Forward** — We speak up, share ideas, and address concerns directly and kindly.
- **Always Elevating** — We keep learning and embrace better tools, techniques, and care.
- **Own Your Lane** — We take full ownership of our responsibilities and follow through.
- **United in Excellence** — We hold a high bar and win as one team.

Our team is cross-trained across front-desk and assisting roles — everyone owns their lane, and everyone can jump in where needed. It's how we keep patient care seamless and how you keep growing.

How to Apply

Email your résumé and three professional references (at least two of whom are supervisors) to info@invernesssmiles.com, or call (205) 995-3989. Please include the position title in your subject line.

Inverness Smiles is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by applicable law.