

Florida Job Order Print Document

Job Order: 11978284

Print Date: 8/3/2022 11:27:54
AM

Office: CareerSource S Florida - 4845- Key
Largo/Key West

LWDB: CareerSource South
Florida

Employer Information:

Employer Name: Key West Dental Management Group, LLC

How to Apply: Via Email, At the Nearest One-Stop

Company Website: NA

Application Comments:

Send Resumes To:

CareerSource South Florida

1111 12th Street, Suite 307 and 308, Key West, FL 33040

Phone: 305-292-6762

Reference Job Order Number, when applying to CareerSource South Florida

Location:

Main Address:

**Key West Dental Management Group, LLC
1215 Simonton St
Key West, FL 33040**

Mailing Address:

**1215 SIMONTON ST
KEY WEST, FL 33040-3158**

Contact:

Contact: Isis Sampedro

Phone: (305) 296-8541 x

Fax:

Title: COO

Email: isis@adc-dentalcare.com

Application Comments:

Send Resumes To:

CareerSource South Florida

1111 12th Street, Suite 307 and 308, Key West, FL 33040

Phone: 305-292-6762

Reference Job Order Number, when applying to CareerSource South Florida

Job Details:

Occupational Code: 31909100 Dental Assistants

Job Title: Dental Assistant

Industry Code: 6212 - Offices of Dentists

Number of Positions: 1

Referrals: 50

Earliest Date to Display:
08/03/2022

Last Date Job Order Will Display: **09/26/2022**

Job Order Followup: **09/02/2022**

Job Type: **Temporary**

Job Time Type: **Full Time (30 Hours or More)**

Duration: **Over 150 Days**

Special Job Category: **Foreign Labor
Certification**

Job Duties and Skills:

Description:

Send Resumes To:

CareerSource South Florida

1111 12th Street, Suite 307 and 308, Key West, FL 33040

Phone: 305-292-6762

Reference Job Order Number, when applying to CareerSource South Florida

Employer Name

and Information:

Key West Dental Management Group, LLC d/b/a Old Town Dental

1215 Simonton St. Key West FL 33040

Contact: Isis Sampedro. COO

Phone: 305-296-8541; E-Mail: isis@adc-dentalcare.com

Job Location:

1215 Simonton St. Key West FL 33040

Disclosure of

Job Opportunity:

**One (1) Temporary Full-time Dental Assistant Position Available (Dates of Need:
10/17/2022 through 10/16/2023)**

Duties:

Perform limited clinical duties under the direction of a dentist. Clinical duties may include equipment preparation and sterilization, preparing patients for treatment, assisting the dentist during treatment, clean teeth using dental instruments, expose dental diagnostic x-rays, providing patients with instructions for oral healthcare procedures and in charge of labs in and out and making temporary crowns. May perform administrative duties such as scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes.

Requirements:

One (1) year of experience as a Dental Assistant. Must have a Dental Assistant Certificate.

Work Hours:

Shift hours 8am to 5pm. Workers will work a minimum of no less than 35 hours per week. Open Monday through Friday (one Saturday a month).

Overtime:

As Needed Only

On the Job Training: Not Applicable

Wage Offer:

Workers will be paid no less than \$19.16 per hour. OT wage will be no less than \$28.74 per hour, or an applicable OT rate calculated as 1.5x base rate. Paid bi-weekly. Will use single workweek as standard for computing wages due.

Housing: Not Applicable

Deductions:

The employer will make all deductions from the workers paycheck required by law.

Benefits:

Three sick days during the year. Five days time-off during the year.

Transportation and subsistence to the place of employment:

If the worker completes 50% of the work contract period, the employer will arrange and pay directly for the reasonable cost of transportation and subsistence using the most economical and reasonable common carrier for the distances involved from the place of recruitment to the place of work. Upon completion of the work contract or where the worker is dismissed earlier, the employer will provide or pay for workers reasonable costs of return transportation and subsistence back home or to the place the worker originally departed to work, except where the worker will not return due to subsequent employment with another employer or where the employer has appropriately reported a workers voluntary abandonment of employment. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved. Daily meals will be provided at a rate of \$14 per day during travel to a maximum of \$59 per day with receipts.

Visa and visa-related expenses:

Workers will be reimbursed in the first workweek for all visa, visa processing, border crossing and other related fees, including those mandated by the government (except passport fees).

Tools:

Will provide workers at no charge all tools, supplies, and equipment required to perform the job.

Daily Transportation: Not Applicable

Special Software/Hardware Skills Needed: **No**

Special Skills:

Job Requirements:

Minimum Age:

Test Done By: **No test required** Required Tests: **NA**

Hiring Requirements: **Other(specify)**

Hiring Requirements Other: **One (1) year of experience as a Dental Assistant. Must have a Dental Assistant Certificate.**

Education Level: **No Minimum Education Requirement**

Months of Experience: **12**

Requires a Drivers License: **No** Near Public Transportation: **No**

Drivers License Certification:

Drivers License Endorsements:

Compensation and Hours:

Minimum Salary: **19.16 Hour**

Maximum Salary: **19.16 Hour**

Pay Comments: **Not Applicable**

Supplemental Compensation: **No**

Hours per Week: **Hours are Specific**

Actual Hours: **35**

Shift: **Other, see job description**

Benefits: **Other**

Other Benefits: **Three sick days during the year. Five days' time-off during the year.**

Job Order Information to be Displayed Online:

Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants**

Job Application Information Needed:

Req Section

- Contact Information
- Employment History Allow individuals that have never had a job to apply (eg. College graduates)
- Education History
- Certifications
- Desired Job Type

Other Information:

Green Job: **No**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

Job Order is for Veterans Only: **None Selected**

Staff Information:

Category: **Regular (Non Domestic)**

Job Developer Mandatory Listing: **None of the items listed**

Status: **Open and available**

Employer Status: **Open and available**

Reason: **NA**

Future Release From Hold: