

NOW HIRING!!!

Position: Dental Assistant/RDA
Position Status: Full-Time and Part-Time

Regular placement and Temporary
**Job Location: Northridge, North Hills, Los Angeles, Pomona,
Victorville, Barstow**



**Mission City
Community
Network, Inc.**
"A Community Health Network"

Mission City Community Network, Inc. is a non-profit organization of multiple clinics operating as a Federally Qualified Health Center. We are dedicated to serving low income families in the San Fernando Valley, San Gabriel Valley, Los Angeles and San Bernardino areas. We are committed to providing high quality care in the following areas: Adult, Pediatrics, Women's Health, Dentistry, Health Education, and Mental Health.

We are seeking a **Dental Assistant** or **RDA** for our Clinics in Los Angeles and San Fernando Valley.

Dental Assistant must be professional, outgoing, and friendly team member with ability to multi-task. Must be RELIABLE, HARDWORKING, AND ABLE TO FOLLOW DIRECTIONS. Must be willing and able to work a varied and flexible schedule to accommodate the needs of MCCN and its patients. Must maintain or exceed competency levels as established by corporate standards for clinical practice. Must have basic computer skills with knowledge of dental codes and terminology.

Essential Functions:

- Interact with and processes dental clinic patients from; checking in/out patient, verification of insurance, assess patient eligibility in insurance program, collect co-payments
- Chair side assistance, set-up, assist with procedures and/or treatments
- Monitors and maintains dental equipment, such as compressors, evacuator systems, radiographic developing equipment, etc.
- Clean and autoclave instruments, maintaining proper procedure and logs
- Inventory, stock and supply patient rooms
- Translate for Dentist and patient
- Other duties deemed necessary.

Qualifications:

- Bilingual (English/Spanish) a must.
- Certifications/Licenses Required: Dental Assistant Diploma, a MUST and have dental x-ray license.
- Must maintain a current Cardio-Pulmonary Resuscitation certification, in compliance with corporate CPR policy.
- High School Diploma from a WASC accredited School (no GED).
- Ability to pass Basic Clerical Skills Test and Dental Assistant Competency Test.
- 1+ year experience a must

Eligible for benefits: Vacation, Sick, Holiday pay, and all other benefits mandated by law.

To Apply:

Please email your resume/CV and cover letter, including your salary history and salary requirements to hr@mccn.org or fax 818-998-3579.

MCCN is an Equal Opportunity Employer