



# Herald Christian Health Center

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## JOB POSTING

**Position:** Dental Assistant

**Clinic Locations Hiring:** Rosemead/San Gabriel/City of Industry

Herald Christian Health Center (HCHC) is a non-profit community clinic and a Federally Qualified Health Center in San Gabriel Valley and San Diego, California. The mission of HCHC is to provide quality and affordable holistic healthcare to the low income, the uninsured and the medically indigent among the population of San Gabriel Valley and San Diego. HCHC patient population is comprised mostly of limited English proficient immigrants from China, Hong kong, Vietnam and Taiwan.

HCHC is seeking a dental assistant, with prior work experience in a dental practice(s), who would like to grow with our organization. As the needs from the community increases, the clinic is searching for a dental assistant who shares in the mission of HCHC and whose heart desire is also to serve the poor and the afflicted and similarly, want to make a difference in the lives of their patients. As a recognized Patient Centered Medical Home (PCMH) by National Committee for Quality Assurance (NCQA), transdisciplinary care teams continue to improve upon care coordination and treatment plan management of patient population aiming to improve safety, efficiency and quality of patient care. HCHC offers competitive salary with benefits.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following:

- Assist and is available at chairside to the Dentist in all phases of Dentistry, utilizing the current concepts of fourhanded dentistry. Maintain attention and alertness to any change in the procedure; anticipate and/or modify the sequence of the instrumentation and medication as required.
- Performs all pre-op and post-op clinical preparation, set up instruments and dental medicaments for each procedure; arrange dental materials, instruments, and equipment in the proper sequence of use; load and dispose needles and local anesthetic carpules.
- Ensure that all dental consent forms, health history and other forms are completed and signed prior to seating and draping the patient.
- Take, record and inform Dentist of vital signs (blood pressure, pulse rates, etc.) prior to the start of each procedure.
- Mix and assist in the preparation of various restorative and impression materials, waxes and resin products
- Keep the Dentist apprised at all times of the status of the appointments. Provide oral health education to the patients.
- Organize, plan and coordinate with the Dental Coordinator to procure and maintain inventories of the dental supplies and equipment necessary of delivery of patient care.
- Comply with the Dental Board and HCHC dental infection control regulations and policies.
- Minimize and immediately report any occupational exposure. Use primary Personal Protection Equipment in the oral health care setting, including the appropriate use of gloves, masks, protective eye wear, face shields and protective clothing. Clean and

disinfect clinical contact surfaces, dental unit surfaces, and counter tops between patients or protect the surfaces with impervious barriers. Replace barriers between patients. Clean and disinfect all surfaces at the end of the daily work activities. Flush the dental operatory water lines. Clean central decontaminate, rinse, dry, bag, wrap or package, date, sterilize and properly store all dental instruments, tools and hand pieces. Lubricate hand pieces before and after sterilization. Follow the sterilization time, temperatures, and other operating parameters recommended by manufactures. Clean sterilizer; monitor the sterilization process by weekly spore tests. Send sterilizer daily; monitor the maintenance log.

- Collect and handle on a daily basis the disposal of infectious and noninfectious waste, sharps and containers, and trash. Handle, track, and collect for recycling hazardous materials such as amalgam scraps. Track and properly store dental flammable material such as butane gas and burning alcohol. Clean, disinfect, handle, pour, trim, prepare, box, mail and track impressions, models, and casts for the fabrication of prosthesis.
- Stock, maintain and inventory forms, materials and supplies in the dental operatory and keep appropriate stocking logs. Keep stocking of disposables items current.
- Hand Assist dentist with the post-operative instructions, prescriptions and check out procedures.
- Follow dental radiography and Digital radiography processing mandates and regulations. Set up computer, take, and label all x-rays. Disinfect x-ray tube after each use.
- Provide relief during absences/vacancies, as required, to ensure continuity of dental treatment for chairside, back office, and/or front office duties.
- Maintain patient appointment scheduling as directed by the Dental Director and/or designee.
- Ensure all chart and treatment forms are completed and properly check out.
- Assists in monthly reporting and quality improvement activities.
- Perform miscellaneous job-related duties as assigned by the Dental Director.
- Perform telephone triage and conducts patient interviews.
- Perform RDA functions such as coronal polishing, fabricating of temporary crowns, etc., per state law.

#### **Minimum Requirements :**

- May or may not possess a valid license as a RDA approved by the Dental Board of California.
- Must have a current X-Ray License. If not, then must sign an agreement that will obtain the license within three (3) months of employment
- Must possess a current CPR Certification offered by an instructor approved by the American Red Cross or the American Heart Association, or any other course approved by the board as equivalent and that provides the student the opportunity to engage in hands-on simulated clinical scenarios
- Must possess a High School Diploma or GED
- Prior work experience in a dental practice
- Required to work flexible hours including evenings and weekends. Must be punctual and dependable
- Fluent in Bilingual English and Cantonese/Mandarin required.
- Basic Computer Skills.
- Ability to multi-task.
- Must be a good team player.

**Physical Requirements:**

- Physical effort which may include occasional light lifting to a 25 pound limit, and some bending, stooping or squatting. Considerable walking may be involved. The ability to sit or stand for extended periods of time is required.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee may be required to travel to all HCHC facilities as needed.

**Benefits (eligible if working at least 24 hours per week):** Vacation, sick leave, personal necessity leave, holidays, birthday leave, medical plan, dental plan, 401k retirement plan, employee assistance program.

**If interested, please submit/email resume.**

Herald Christian Health Center (HCHC) is an equal opportunity employer. HCHC does not discriminate on the basis of race, color, creed, national origin, veteran's status, medical condition or disability, religion, ancestry, age, sex, marital status, or sexual orientation in accordance with all applicable requirements of Federal and State laws.