



Valley Community Healthcare

JOB ANNOUNCEMENT

We are seeking a **Temporary Dental Assistant** to join our dedicated team.

For nearly 50 years, **Valley Community Healthcare** has been one of Los Angeles' leading community-based health centers, providing primary care and promoting community wellness and prevention programs. Located in the San Fernando Valley, Valley Community Healthcare has two sites and 30+ providers. We are an NCQA certified-level 3 Patient Centered Medical Home for over 25,000 unique patients and provided over 100,000 medical visits last year. We are looking to grow and integrate our core programs - primary care, pediatrics, adolescent teen clinic, women's health, dental, optometry, and behavioral health, through a care team approach, quality, and innovative care delivery models.

Applications: Valley Community Healthcare offers competitive salary and benefits packages. Please submit a resume to our Human Resources Department at ipogosyan@vchcare.org for consideration.

GENERAL RESPONSIBILITIES:

Perform duties such as assisting the dentists in the care and treatment of patients. Perform duties in the field of reception, chairside assisting, inventory and records.

SPECIFIC DUTIES:

- Clean and sterilize instruments.
- Clean and disinfect operatories, dental equipment observing standard protocols.
- Assist the dentist and anticipate with all necessary supplies and instruments during procedures.
- Take digital x-rays
- Take vital signs on all patients and enter information on EHR
- Stock up supplies in each operatory
- Reports to manager when equipment is broken and needs to be repair.
- Enter data into EHR and electronic Dental Record EDR
- provide education to patients on how to care for their oral care, conditions and dental procedures
- Maintains a sterile and neat working environment according to infection control policies and procedures.
- Provide information to patients on such matters as services, charges and routine dental procedures. Explain treatment plan, fees and referrals.
- Performs variety of clerical duties such as checking in/out patients, making appointments, referrals, processing forms, and entering information on EPM and EDR
- Print and verify eligibility for Denti-Cal and DHMO's insurance
- Take phone calls, check messages and forward to appropriate staff members. Returns phone calls as necessary.
- Performs DA permitted duties only allowed by the dental board of regulations.

Updated 04/16/19

- Maintain supply inventory
- Maintain Emergency kit up to date.
- Keep track and update MSDS binder.
- Promote positive relationships and collaboration with all dental staff members.
- Ensure smooth operations through collaborative support and working relationships with all clinic operations staff.
- Conduct all communications and represent the organization in highly professional manner at all times.
- Other duties as assigned

QUALIFICATIONS:

- Certified as a dental assistant from accredited school.
- Current CPR
- Experience working in a community clinic setting is preferable.
- Ability to work with different cultural and economical backgrounds.
- Ability to organize, manage and prioritize workload.
- Basic knowledge of Word, Excel and Microsoft Outlook.
- Bilingual English/Spanish is preferred
- Willingness to travel between different sites.

***Responsibilities and tasks outline in this document are not exhaustive and may change as determined by the needs of the company.**

VALLEY COMMUNITY HEALTHCARE IS AN EQUAL OPPORTUNITY EMPLOYER.

OUR MISSION: To make an impact on the health and wellbeing of the whole community by providing high quality primary medical care and comprehensive healthcare services to those in need, regardless of their ability to pay.