



## **Full-Time Immediate Opportunity for**

### **Registered Dental Assistant-Dental Navigator (RDA)—Virtual Dental Home**

Are you looking for a rewarding position that not only offers great benefits but an opportunity to give back to the community? Come join the Parktree Community Health Center Team!

Parktree Community Health Center provides comprehensive and integrative medical, dental, and behavioral health services to the local community in the Pomona and Ontario areas.

We are looking for a bilingual, professional Registered Dental Assistant to join our team.

**Job Summary:** The Registered Dental Assistant/Navigator works in geographically distributed, telehealth-connected teams where the dentist is in a dental office or clinic and allied dental personnel are in community locations. The Registered Dental Assistant/Navigator assists the Registered Dental Hygienist in many aspects of patient care and treatment in community settings such as schools, preschools, rural communities, and residential facilities for seniors.

#### **Basic qualifications:**

- High School Diploma or equivalent with training in a dental office
- Current Registered Dental Assistant License in State of California
- Current BLS or CPR certificate
- Must have automobile for travel between sites
- Valid Driver's License/Active Auto Insurance Policy required
- Bilingual English/Spanish preferred
- Knowledge of dental terminology and treatments
- Knowledge of general office methods, including electronic health or dental record
- Ability to work in a fast paced environment and maintain professional composure and demeanor
- Ability to manage multiple priorities and projects simultaneously
- Knowledge about enrolling patients in health plans in the county preferred, but not required
- Ability to complete work assigned with limited supervision
- Ability to communicate effectively with staff and patients
- Ability to write accurate and clear documentation
- Ability to apply patient management and time management skills
- Ability to work with diverse populations.
- Treat all patients and colleagues with dignity and respect.

#### **Comprehensive Employee Benefits including:**

- Comprehensive Medical/Dental/Vision benefits for Full-Time employees
- Paid holidays, vacation, sick and personal time
- Continuing Education benefits

Parktree Community Health Center (PCHC) is an equal opportunity employer. PCHC 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.

**To apply please send your resume (in PDF or Word Format) to:**

**[mayra.plascencia@parktreehc.org](mailto:mayra.plascencia@parktreehc.org)**