

Job Announcement



Position Title: Dental Assistant (Unlicensed)

Department: Dental Clinic

Supervises: None

FLSA: Non-Exempt

Reports To: Dental Director

Effective Date: 9/16

Written by: Human Resources Department

Approved by: CEO

Mission Statement: It is our mission to improve the quality of life for the diverse communities of South Los Angeles and Southeast Los Angeles County by providing affordable and comprehensive health care and education in a welcoming multi-cultural environment. We aim to lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient, and culturally responsive services.

General Summary: The Unlicensed Dental Assistant is under the supervision of a licensed dentists and is responsible

for a wide range of task. The Unlicensed Dental Assistant will prepare patients for treatment or checkups. Perform

basic supportive dental procedures and set up instruments and equipment needed for procedures and keep records.

Summary of Essential Duties: (**Essential Functions*)

- Prepares patient, sterilize or disinfect instruments, set up instrument trays, prepare materials, or assist dentist during dental procedures
- Prepares patient for dental treatment by welcoming, comforting seating, and draping patient
- Educates patients by giving oral hygiene, plaque control, and postoperative instructions.
- Ensures operation of dental equipment by completing preventive maintenance requirement; call for repairs, when necessary
- Records treatment information in patient records
- Takes and records medical and dental histories and vital signs of patients
- Assists dentist in management of medical or dental emergencies
- Provides postoperative instructions prescribed by dentist
- Instructs patients in oral hygiene and plaque control programs
- Orders and monitors dental supplies and equipment inventory

Job Specifications: (*Knowledge, skills, abilities and experience normally required for competent performance*)

Education and Knowledge

- High School Diploma or equivalent required
- Completion of a CODA-accredited dental assisting program in the United States required
- Require knowledge of dental/office equipment and dental/medical terminology
- Demonstrate knowledge of safety, infection control & emergency policies, and procedures
- Proof of completing all of the following:
 - ❖ A California Board-approved course in the California Dental Practice Act, AND

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- ❖ A California Board-approved course in infection control, AND
- ❖ An AHA or ARC-approved course in BLS which includes hands-on simulated clinical scenarios

Experience

- Must have a minimum of three-year experience as an Unlicensed Dental Assistant
- Must be able to work independently within the scope of assigned task with minimum supervision

Required Skills/Knowledge/Abilities

- Effectively, in English, both verbally and written.
- Excellent interpersonal, organizational, and project management skills
- Bilingual Bi-literate English/Spanish preferred

Licensure and Certifications

- CPR/BLS Certification
- Dental Assistant Certificate

Deadline: Open until filled

TO APPLY: Send cover letter & resume to Human Resources at hr@scfhc.org or fax to (323) 432-4877

APPLY DIRECTLY AT: <https://recruiting.paylocity.com/recruiting/jobs/All/325da02f-904e-426b-ab73-f734fa9906c9/South-Central-Family-Health-Cent>