

Job Announcement



Position Title: Registered Dental Assistant I
Supervises: None
Reports To: Dental Director
Written by: Human Resources Department

Department: Clinic
FLSA: Non-Exempt
Effective Date: 9/16
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 and 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 Registered Dental Assistant (RDA) will provide basic supportive dental procedures under the supervision of a licensed dentist and will assist the dentist. The RDA will prepare materials and equipment for treatment and have patient ready for dentist.

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

- Prepare treatment room for patient
- Provides instrumentation by sterilizing and delivering instruments to treatment area; positioning instruments for dentist's access; suctioning; passing instruments
- Provides materials by selecting, mixing, and placing materials on instruments and in the patient's mouth.
- Provides diagnostic information by exposing and developing radiographic studies, pouring, trimming, and polishing study casts
- Expose dental diagnostic x-rays
- Ensure the health history is updated
- Educates patients by giving oral hygiene, plaque control, and postoperative instructions.
- Ensure operation of dental equipment by completing preventive maintenance requirement; call for repairs, when necessary
- Fabricates temporary restorations or custom impressions from preliminary impressions.
- Makes preliminary impressions for study casts and occlusal registrations for mounting study casts.

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

Education and Knowledge

- High School Diploma or equivalent required
- Graduate from a California Board-approved RDA educational program
- Require knowledge of dental/office equipment and dental/medical terminology
- Successfully complete California Board-approved courses in radiation safety and coronal polishing, AND
- Successfully complete California Board-approved courses in the California Dental Practice Act and infection control within five years prior to application for licensure
- Demonstrate knowledge of safety, infection control & emergency policies and procedures

Experience

- A minimal of 15 months as a DA

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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 Certificates:

- Licensure as an RDA to the Dental Board of California or Licensure as CDA
- CPR/BLS Certification

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

Deadline: Open until filled

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