

# APLAHealth



APLA Health's mission is to achieve health care equity and promote well-being for the LGBT and other underserved communities and people living with and affected by HIV. We are a nonprofit, federally qualified health center serving more than 14,000 people annually. We provide 20 different services from 15 locations throughout Los Angeles County, including: medical, dental, and behavioral health care; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, we offer housing support; benefits counseling; home health care; and the Vance North Necessities of Life Program food pantries; among several other critically needed services. Additionally, we are leaders in advocating for policy and legislation that positively impacts the LGBT and HIV communities, provide capacity-building assistance to health departments across the country, and conduct community-based research on issues affecting the communities we serve. For more information, please visit us at [aplahealth.org](http://aplahealth.org).

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***We offer great benefits, competitive pay, and great working environment!***

*We offer:*

- *Medical Insurance*
- *Dental Insurance (no cost for employee)*
- *Vision Insurance (no cost for employee)*
- *Long Term Disability*
- *Group Term Life and AD&D Insurance*
- *Employee Assistance Program*
- *Flexible Spending Accounts*
- *12 Paid Holidays*
- *3 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched 403b Retirement Plan*

***This is a great opportunity to make a difference!***

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This position will pay \$22.87 - \$27.55 hourly. Salary is commensurate with experience.

## **POSITION SUMMARY:**

Under the direction of the Clinic Director, the Dental Assistant and Infection Control Coordinator is responsible for updating and maintaining required infection control standards at the multiple dental offices, and for ensuring all dental staff are updated and trained on current protocols. This is primarily a clinical chairside dental assistant with dedicated time given to the position's tasks and responsibilities.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ensure all autoclaves (including statims) are calibrated and assistants are performing required daily documentation. Schedule yearly maintenance and testing at all sites.
- Assist with audit preparation as it relates to infection control, trainings, and logs.
- Oversee workflow on daily infection control performed at the clinics.
- Manage the water spore testing at all sites, including the periodicity and documentation.
- Train all new clinical staff on infection control guidelines
- Rotate through all dental locations on occasion to ensure logs are being completed and standards are being met.
- Maintain and store all clinic's logs in a secure and easily accessible location
- Participate and stay up to date on regulations as it pertains to dental infection control. Review OSAP standards regularly. Consult with Dental Director and Clinic Director on changes that are needed for optimal patient safety.
- Manage and maintain contents and logs on the Medical Emergency Kit, oxygen tanks, and eye wash stations.
- Schedule and keep records of the annual lead apron calibration
- Maintain X-Ray machine registration from the state, informing state of any errors with registration or if machine is moved/no longer in use, and with calibration
- Oversee staff Dosimetry meters. Manage and retain reports, add new staff and remove separated staff as needed. Ensure assistants are using meters correctly.
- Manage waterlines at each clinic, including scheduling shock treatment and waterline testing.
- Work in conjunction with the other Dental Management to prepare for various audits.
- Amalgam trap disposal schedule at all sites

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

## **REQUIREMENTS:**

Training and experience:

- Registered Dental Assistant Certification
- A minimum of 3-5 years of relevant work in the dental field
- Experience working in a Federally Qualified Health Center preferred

Knowledge of:

- Advanced computer skills including Microsoft Office Suite (excel, Sharepoint, OneNote, word)
- HIPAA and OSHA guidelines
- Knowledge of the principles and practice of a dental clinic
- Applied knowledge of ADA and OSHA infection control standards

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper.

**SPECIAL REQUIREMENTS:**

Must possess a valid California driver's license; proof of auto liability insurance; and have the use of a personal vehicle for work related purposes.

COVID vaccination and booster or medical/religious exemption.

Equal Opportunity Employer: minority/female/disability/transgender/veteran.

**To Apply:**

Visit our website at [www.aplahealth.org](http://www.aplahealth.org) to apply or click the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=77044&clientkey=A5559163F67395E0A2585D2135F98806>