



POSITION DESCRIPTION	
Date: 06/20/2024	Please check one: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised
Position Title: Dental Assistant (DA)/ Registered Dental Assistant (RDA)	Pay Rate/Grade: \$21.00 – \$25.00
Reports to: Dental Director	FLSA/ Work Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salaried
Direct reports: N/A	
Schedule: Monday – Friday 8:00am – 5:00pm	

Love what you do and do what you love.... Harbor Community Health Centers is a trusted provider of state-of-the-art health services for men, women, and children throughout San Pedro, CA, and the surrounding Los Angeles and South Bay areas. Our mission is to provide quality, comprehensive healthcare, and supportive services to those in our community, regardless of their ability to pay.

Founded more than 40 years ago on the belief that every person of every age and income level should have access to the best healthcare options available, Harbor Community Health Centers is dedicated to providing cutting-edge healthcare services for residents of the San Pedro area, including preventive options like routine, school and sports physicals, immunizations, OB/GYN care, and health screenings, as well as treatment of both acute and chronic illnesses and diseases. Begun as the “storefront” Harbor Free Clinic in 1970, today the clinic features two locations in San Pedro – a general care clinic and a location dedicated to pediatrics.

JOB SUMMARY

This position is a member of the oral health team and provides direct and indirect support to the Dentist before, during and after the provision of dental care services.

EXPECTATIONS

- Adheres to all Harbor Community Health Center (HarborCHC) policies and procedures.
- Observes all policies and procedures for the use of time-keeping system, including attendance, tardiness, proper clocking procedure, overtime authorization, and that employee nametag is visible.
- Conducts self in a manner that represents HarborCHC’s core values at all times.
- Maintains a positive and respectful attitude with all work-related contacts.
- Provides excellent customer service.
- Communicates regularly with his/her immediate supervisor about departmental and HarborCHC concerns.
- Consistently reports to work prepared to perform the duties of the position.
- Meets productivity standards and performs duties as workload necessitates.
- Fosters an environment that promotes trust and cooperation among all staff.

MISSION AND VALUES

Our mission is to provide quality, comprehensive, healthcare and supportive services to those in our community, regardless of their ability to pay. Employees must possess a strong commitment to the mission, policies, goals and philosophy of HarborCHC.

ESSENTIAL DUTIES & RESPONSIBILITIES

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Prepare treatment room for patient.
- Prepare patient for dental treatment by welcoming, comforting seating, and draping 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.
- 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.
- Maintain inventory of dental supplies and order supplies as needed.
- Participate in all safety/compliance programs.
- Promote patient satisfaction principles and foster an excellent environment for the patient and their family.
- Cross- training with front office tasks like checking in patients, scheduling appointment, checking insurance.
- Other duties as assigned by supervisor.

QUALIFICATIONS

Required education, experience and/or training:

- Successfully complete Board-approved courses in radiation safety.
- Completion of DA course and current DA Certificate (DA only)
- Current and active RDA or RDAEF license from the Dental Board of California. (RDA only)
- Successfully complete and show proof of a Board-approved course in Dental Practice Act, an eight (8) hour Board-approved course in infection control and proof of basic life support (CPR) card.
- Submit fingerprint clearances from both the Department of Justice and Federal Bureau of Investigations.
- Require knowledge of dental/office equipment, and dental/medical terminology.
- 2 years minimum experience as a dental assistant (preferred).
- Must be able to communicate effectively, in English, both verbally and written.
- Ability to work with diverse populations.
- Treat all patients and colleagues with dignity and respect.
- Bilingual English/Spanish preferred.
- Legal authorization to work in the United States.
- A valid California Driver's license with clean records and access to an insured automobile.
- Clear all post offers, pre-employment background screening, and education verification.
- Must be vaccinated against COVID-19 or have a qualifying medical/religious exemption.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust.

Hours: HarborCHC is open Monday – Friday 8am-5pm. This is a full-time, non-exempt position and any overtime must be approved by your supervisor in advance.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

HCHC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. HarborCHC complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

DISCLAIMER

The above statements define this position as it currently exists and are intended to describe the general content of and requirements for this job. They are not to be considered as an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor. HarborCHC is an at-will employer.

In addition, HarborCHC may change your duties, compensation or hours, or transfer, reassign, promote, demote, suspend or otherwise change the terms and conditions of your employment (other than the at-will relationship), with or without cause or prior notice.

Employee Name

Date

Employee Signature