

## **Wilmington Community Clinic Dental Assistant**

### **Join Wilmington Community Clinic!**

Have you ever wanted to be a part of something bigger? Have you ever wanted to make a difference? At Wilmington Community Clinic, here you can. WCC provides quality, non-discriminatory primary care, mental health, dental and women's health services to improve the health and well-being of all served – regardless of their ability to pay. We have served patients in and around Wilmington and Los Angeles for over 40 years. Our multi-generational impact makes us proud of the services we provide and we put patient care front and center - it's The Wilmington Way!

### **Position Summary**

Here you can create your future. The Dental Assistant assists the Dentist in all aspects of dental care delivery, including advanced or specialized dental assistant duties. The candidate selected for this role must be available to work Saturdays and evenings. The exact hours and days will be determined once the candidate is selected.

### **Compensation and Benefits**

The compensation range for this position is \$20.00 per hour. WCC offers competitive salary and benefits including medical, dental, vision, paid vacation, 12 paid holidays, sick leave, life insurance, retirement plan with match, employee assistance program and free employee parking.

### **Education & Experience**

- Dental Assistant Certificate required.
- Radiology Certificate preferred
- Infection Control Certificate preferred.
- Coronal Polishing Certificate preferred.
- Current CPR Certificate preferred.
- High school diploma, or equivalent

### **Essential Position Responsibilities**

- Greets patients and screens for program eligibility.
- Conducts patient check-in process by verifying appointments and providing appropriate paperwork.
- Enters data in the computer system to update patients' information.
- Escorts patients through the dental clinic.
- Take, develop, mount and file radiographs.
- Clean, sterilize and package dental instructions while keeping labs clean.
- Set up dental trays.
- Take impressions for diagnostic and opposing models.
- Remove sutures, post extracting, periodontal dressing and temporary sedative dressings.

- Apply topical fluoride after scaling by the Dentist.
- Place and remove rubber dams.
- Place, wedge and remove matrices.
- Perform hard, soft tissue and periodical charting under supervision of the Dentist.
- Assist the Dentist with various procedures such as prophies, operative restorations, root canals, pulpotomies, pulpectomies, specification, fixed and removable restorations, space maintainers and extractions.
- Assist with mouth mirror inspections of the oral cavity.
- Provide oral hygiene education to patient and family.
- Responsible for accurate and complete documentation of all patient care activities.
- Perform a variety of clerical and clinical functions as needed to provide back up support to the clerical and hygiene staff.
- Other duties as required.

### **Skills**

- Bilingual in English and Spanish required.
- Knowledge of information and techniques needed to diagnose and treat injuries, diseases and deformities.
- The ability to work efficiently and effectively in a fast paced environment.
- Ability to relate to people from different socio-economic backgrounds.
- Ability to remain organized while managing multiple details.
- Knowledge of HIPAA privacy and confidentiality practices.
- Knowledge of Microsoft Office.
- Professional verbal and written communication skills.
- Punctuality and excellent attendance required.
- Excellent customer service skills required.

### **What's Next?**

Thank you for your interest! Please submit your resume for consideration. We are unable to accept direct inquiries about this position (i.e. phone calls, emails).