

## Job Posting

**Title:** Dental Assistant

**Base Salary Range:** \$47,840- \$49,920 plus benefits

**FTE:** Full-time, Non-Exempt

Seeking for a skilled and dedicated **Dental Assistant** who wants to make a difference in our community. We want to hear from you if you thrive in a fast-paced, caring, and compassionate environment!

### Our Mission:

The Mission of South Central Family Health Center is to improve the quality of life for the diverse Community of inner city Los Angeles by providing affordable and comprehensive health care and education in a welcoming and multi-cultural environment.

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 dentist and is responsible for a wide range of tasks. 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. The ideal candidate will have to perform some of the following essential duties.

- 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; calls for repairs, when necessary
- Prepares patient, sterilize or disinfects instruments, set up instrument trays, prepares materials, or assists dentist during dental procedures
- 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
- Instruct patients in oral hygiene and plaque control programs
- Orders and monitors dental supplies and equipment inventory

### Qualifications and Certifications Requirements:

- High School Diploma or equivalent required
- Completion of a Commission on Dental Accreditation (CODA) accredited dental assisting programs in the United States required
- Dental Assistant Certificate
- Current BLS Certification required

### Experience:

- Must have 1 to 3 years of dental assistant experience
- Training at an accredited dental assisting program
- Must have minimum 0 to 2.5 years of Dental front and back-office experience



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### Skills and Abilities:

- Bilingual Bi-literate English/Spanish preferred
- Strong charting/documentation skills
- Excellent interpersonal, organizational, and project management skills
- Must be able to communicate effectively, in English, both verbally and written

**Top benefits or perks:** As a team member at South Central Family Health Center, you'll enjoy competitive wages and generous benefits:

- Benefits: Health care, dental, life insurance
- 403 (b) Retirement plan
- Education Reimbursement
- Career development: Entry-level employees have opportunities to work in management, HR or other areas of the company

### Contact/application information:

To apply please visit South Central Family Health Center's website at:

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