

# APLA Health

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APLA Health provides quality healthcare, life-saving services, camaraderie, compassion, and comfort to all who come through our doors. Our dedicated team of healthcare professionals is committed to providing personalized and compassionate free and low-cost medical services, tailored specifically to meet the unique needs of each individual we serve. APLA Health serves as a medical home providing an array of integrated healthcare services through 71,000+ billable patient visits and nearly 10,000 enabling services visits each year. Services provided include: medical, dental, behavioral health and HIV care; pharmacy; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, APLA Health offers housing support; benefits counseling; home healthcare; and the Vance North Necessities of Life Program food pantries; among several other critical support services.

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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*
- *11 Paid Holidays*
- *4 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched (6%) 403b Retirement Plan*

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

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This position will pay \$25.60 - \$28.82 hourly. Salary is commensurate with experience.

## **POSITION SUMMARY:**

The Dental Assistant works under the supervision of the Dental Director. As a Dental Assistant you will provide chair-side support to the Dentist during patient treatment. Other duties include instrument sterilization, maintaining dental office cleanliness and asepsis, assisting in language translation between doctor and patient, and other front office duties as needed.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide efficient chair-side assistance to the Dentist in the clinic. Welcome and greet every patient in the clinic.
- Help patients feel comfortable before, during and after treatment.

- Help provide direct patient care in all dental specialties, including endodontics and oral surgery.
- Prepare the treatment room, have instruments, equipment and materials ready.
- Position instruments for Dentist access, be prepared to suction and pass instruments when needed or requested by the Dentist or Hygienist.
- Provide information to the patient by answering questions and request.
- Maintain patient record by taking dental histories and medical histories.
- Take and record vital signs before treatment initiates.
- Perform patient charting as instructed by the Dentist.
- Take and develop dental radiographs (x-rays).
- Take impressions as instructed by the Dentist and pour models.
- Perform coronal polishing (if licensed by the Dental Board of California)
- Fabricate temporary restorations (if licensed by the Dental Board of California)
- Clean, pack and sterilize instruments and use correct PPE when handling sterile and non-sterile instruments. Provide post-operative instructions as prescribed by the Dentist.
- Maintain a clean and safe environment by complying with the procedures, rules and regulations of the clinic.
- Protect yourself and patients by adhering to infection-control policies and procedures.
- Ensure operations for dental equipment by completing preventative maintenance requirements following manufacturer's instructions.
- Help maintain dental supply inventory.
- Help Dentist manage dental and medical emergencies by maintaining a CPR certification, have knowledge of where the medical emergency kit and oxygen tank are stored.
- Assist in maintaining OSHA and HIPAA compliance.
- Assist the front office when needed.
- Be a visible representative of APLA Dental Services, Inc. in the community and occasionally network with other community based organizations to help improve relationships and ensure maximum availability of resources for our patients.
- Effectively communicate with clients/patients in English and Spanish as required per aforementioned job duties.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

### **REQUIREMENTS:**

Training and Experience:

- X-ray certification issued by the Dental Board of California
- At least one year of chair-side assisting experience
- CPR Certified
- Bilingual – English and Spanish required.
- RDA preferred by not required

Knowledge of:

- Universal precautions and infection control

- OSHA and HIPAA regulations
- Dental materials and usage
- HIV/AIDS medical issues (preferred but not required)
- Microsoft Office Programs

Ability to:

- Fluently speak in the Spanish Language
- Work independently and responsibly
- Treat patients with respect, compassion, and confidentiality
- Work effectively as a team member in a busy dental practice
- Be self-motivated and maintain the commitment to excellence of APLA Dental Services, Inc.
- Learn and become proficient with eClinicalWorks and Dexis

**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 is required and APLA Health will consider accommodations for disability- and religious-based reasons.

Equal Opportunity Employer: APLA Health is an EEO Employer

**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=256282&clientkey=A5559163F67395E0A2585D2135F98806>