



The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

**Position:** Part Time Dental Assistant

**Open Date:** July, 2018

**Closing Date:** Until filled

### **Job Summary:**

Under the general supervision of Dental Director and Community Health Center Director, the Dental Assistant and Registered Dental Assistant is responsible for assisting doctors in dental procedures, post-op instructions, and patient education and record keeping. This position is also responsible for increasing the oral health education knowledge in the Community.

### **Job Duties:**

#### **Clinical Dental Care Assistant:**

- Direct and maintain patient flow, including patient admission and dismissal to assure efficient delivery of services.
- Prepare all necessary trays for dental procedures.
- Take, develop and mount X-rays.
- Assist dentist during dental procedure in an efficient and professional manner.
- Explain post-op instructions to patients in a clear and concise manner. Distribute written instructions to patients if necessary.
- Ensure that OSHA and CDC guidelines are followed when cleaning/sterilizing instruments and workstations.
- Assist with the maintenance and lubrication of equipment.

#### **Back Office Support**

- Assist with dental inventory control.
- Perform various clerical duties as needed.
- Schedule patient appointments, assists with patient registration and bills third party payers.

#### **Professional Development**

- Create development plan with supervisor of strengths and development areas.
- Maintain ongoing training opportunities as deemed appropriate to career track.
- Attend any necessary workshops and trainings, as appropriate or required.
- **Perform other duties as assigned**

### **Job Qualifications:**

- Dental Assistant with x-ray license.
- Minimum of one year prior experience handling with back and front dental office work.



華埠服務中心  
**Chinatown Service Center**

Dental Assistant

- Working knowledge and experience in all phases of dental procedures.
- Demonstrated ability with 4-handed and 6-handed dentistry.
- Familiar with practice management systems and digital radiography
- Good written and oral skills in English.
- Fluency in Chinese (Mandarin or Cantonese) with ability to translate into English is preferred.
- Demonstrated sensitivity in working with people of various lifestyles and cultures
- Must be available 1 weekday and Saturdays.

**Please send your resume to:**

**[cschr@cscla.org](mailto:cschr@cscla.org)**

**Subject: Dental Assistant**

**Chinatown Service Center is a nondiscrimination equal opportunity employer.  
Reasonable Accommodations are available upon request to individuals with disabilities**