



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: Dental Assistant

Open Date: April, 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.



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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
- Willingness to commit to the philosophy and goals of Chinatown Service Center.

Please send your resume to:

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**