

SPECIAL SERVICE FOR GROUPS

JOB ANNOUNCEMENT

Title: Dental Assistant	Division: Children's Dental & Outreach
FLSA: Non-Exempt	Supervisor: Project Director
Pay Range or Rate: \$10-\$12 per hour DOE	Posted: July 1, 2015

- Summary

Under the direction of the Project Director, the Dental Assistant is responsible for providing assistance to the Dentist and to the children and families who are accessing dental health services and education, as well as for assisting to maintain client files and service documentation. The Dental Assistant will also participate in education, outreach, and screening activities at local schools and other venues. This is a part-time position, up to 20 hours per week on 2-3 days per week.

- Essential Functions

- ♦ Assist with dental screenings and dental health education at school sites
- ♦ Complete patient intake and document service eligibility
- ♦ Develop and update patient files
- ♦ Provide information to patients and families about dental procedures and general oral health and hygiene
- ♦ Communicate and relate effectively with patients and families
- ♦ Provide chair-side assistance to the Dentist
- ♦ Take and develop dental x-rays
- ♦ General office duties, e.g. answer phones, make appointments, maintain and order dental supplies
- ♦ The Project Director may assign other duties
- ♦ Regular attendance required

- Secondary Functions

Weekend work may be required

- Minimum Qualifications - Knowledge, Skills and Abilities Required

- ♦ Dental Assistant Certificate
- ♦ Dental Radiation Safety Certificate
- ♦ Bilingual proficiency, English/Spanish
- ♦ Have the ability to relate and communicate effectively with the low-income families served by the program
- ♦ Computer skills, including Word, Excel, and internet browsing
- ♦ Verification of Employment Eligibility
- ♦ Background Check
- ♦ California Driver License
- ♦ Proof of Car Insurance
- ♦ Reliable transportation

- Non-Essential Qualifications - Knowledge, Skills and Abilities

- ♦ One-year clinical experience

- Supervisory Responsibilities: This position does not have any supervisory responsibilities.

▪ Environmental Conditions (Working Conditions)

The Dental Clinic is located on the grounds of Northam Elementary School, co-located with the school nurse program and a family resource center. Noise level is moderate due to a large number of children (less than 10 years old) served.

▪ Physical Requirements

- ♦ On non-clinic days, the majority of time is spent sitting at a desk or standing and/or sitting during education sessions at various school locations. Educational activities also require driving.
- ♦ On clinic days, activity level is high and this position requires fairly constant movement between the front desk (interacting the clients and processing paperwork) and the dental chair, mostly standing by the dentist.
- ♦ No heavy lifting required.

▪ Mental Requirements

- ♦ Must be able to maintain a calm and relaxed demeanor at all times, even when faced with distractions such as crying children, anxious parents, and unexpected changes in appointment schedules.
- ♦ Must be able to collect, analyze, and document the information needed to establish client eligibility and to submit reports of services rendered.

Contact Information

Gloria Solorio, Project Director
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Please send a cover letter and resume by email to the address above

Post date: 7/1/15, position open until filled

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