

**RAVENSWOOD FAMILY DENTISTRY
JOB ANNOUNCEMENT
BILINGUAL REGISTERED / DENTAL ASSISTANT**

Summary:

Ravenswood Family Dentistry seeks experienced bilingual Spanish/English Registered Dental Assistant or Dental Assistant to assist dental providers with all treatments; responsible for sterilization, preparation, inventory, and infection control of dental operatories, and is able to perform independent dental procedures as delegated and directed by the dentist in accordance with state regulation, law and the organization's policies.

Responsibilities Include

- Assist patients in resolving minor difficulties, answering their questions and giving directions to patients as authorized by the dentist or hygienist.
- Serves as the dental provider's chair-side assistant.
- Prepares operatory for patient treatment as per the dental providers directions.
- Exposes and develops dental radiographs
- Performs independent procedures as delegated and directed by the dentist.
- Maintains Dental Department equipment and areas in accordance with manufacturer's directions and Dental Department policy and protocol.
- Maintains adequate operatory supplies and compiles a list of individual item shortages for inventory control and ordering purposes.
- Assists dental providers in assuring that all patient records and documents are properly and accurately completed and filed.
- Assists with various clinical and administrative functions as appropriate
- Ensures the proper disposal of all materials in accordance with Dental Department directive, center policy as well as state and federal regulation(s).
- Other duties as assigned and requested.

Qualifications

- Graduate certificate from an accredited course in dental assisting ***and*** minimum one year experience as a Dental Assistant outside of externship required
- Bilingual / Biliterate English and Spanish required
- High School Diploma or GED
- California Radiation Safety Certificate
- BLS (CPR) Certification.
- Computer literate in a Windows environment; familiarity using Dentrix a plus
- Exceptional customer service skills

Submit resumes to:

resumes@ravenswoodfhc.org OR

FAX 650-321-8576