



RAVENSWOOD FAMILY HEALTH NETWORK JOB ANNOUNCEMENT

POSITION TITLE: Dental Sterilization Assistant
FLSA Status: Non-Exempt
REPORTS TO: Back Office Manager

ORGANIZATION

Ravenswood Family Health Center's mission is to improve the health of the community by providing culturally sensitive, integrated primary and preventative health care to all, regardless of ability to pay or immigration status, and collaborating with community partners to address the social determinants of health.

Ravenswood Family Dentistry is a dental clinic located in East Palo Alto. We offer dental care to people of all ages, regardless of their ability to pay. As a multi-cultural community dental clinic, our goal is to provide excellent dental care to our patients.

POSITION SUMMARY

Under the direct supervision of the Back Office Manager, the Sterilization Assistant performs and participates in decontamination, cleaning, assembling, sterilization, storage and distribution of reusable dental and surgical instrumentation and equipment.

DUTIES AND RESPONSIBILITIES

To be performed in accordance with RFHN Policies and Procedures

1. Decontaminates and sterilizes instruments, medical supplies and equipment, and assembles, wraps and sterilizes trays of instruments.
2. Follows proper Standard Precautions while in decontamination and sterilization areas.
3. Monitors biological and chemical wash solution to ensure quality and consistency for decontamination of instruments and medical equipment.
4. Sorts mismatched sets of instruments, trays, and medical equipment and makes them available to sterile processing customers in a timely manner.
5. Restocks, labels, and maintains inventory, submits requisitions, collects and distributes instruments, trays, crash carts, and facility medical equipment.
6. Performs environmental maintenance duties and assists in maintaining inventory levels in sterile processing, the operating room, and in equipment storage areas.
7. Verifies that equipment functions properly, requisitions for equipment maintenance, repair or replacement, and removes defective equipment.
8. Maintains a clean work area.
9. Assists with maintaining established departmental policies and procedures, objectives, and quality improvement, safety, and environmental and infection control standards.
10. Communicates appropriately using good interpersonal skills.
11. Other duties as assigned and requested.

QUALIFICATIONS

- High School Diploma or GED preferred.
- Experience in a healthcare setting strongly preferred.
- Proficient with computers in a Windows based environment.
- Excellent customer service skills.

- Reliable, organized, detail oriented; able to understand and carry out oral and written instructions; to maintain complex records and files; and to meet and deal effectively with the public.
- Ability to work with all types of clients regardless of their immigration, race, housing or financial status.
- Commitment to support and implement the philosophy, goals, and objectives of RFHN.
- Ability to work under pressure and handle multiple tasks.

Qualified applicants, please submit resume to resumes@ravenswoodfhc.org.