

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

Ravenswood Family Dentistry is a non-profit dental clinic located in East Palo Alto. We offer dental care to people of all ages living in South San Mateo County, regardless of ability to pay. As a multi-cultural community dental clinic, our goal is to provide excellent preventive, restorative and rehabilitative oral health services and to eliminate cultural and language barriers to oral health by providing bilingual dental staff and health education services.

Summary:

Ravenswood Family Dentistry seeks experienced bilingual Spanish/English Registered Dental Assistant or Dental Assistants to assist dentists, hygienists and other care team members in the delivery of efficient and high quality dental care.

Responsibilities Include: Assisting 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.

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

Qualifications

1. California state Registered Dental Assistant Certification strongly preferred
2. Completion of accredited course in dental assisting and minimum one year experience as a Dental Assistant required
3. Bilingual / Biliterate English and Spanish required
4. High School Diploma or GED
5. California Radiation Safety Certificate
6. BLS (CPR) Certification.

Submit resumes to:

resumes@ravenswoodfhc.org OR

Human Resources
Ravenswood Family Health Center
1798A Bay Road
East Palo Alto, CA 94303
FAX 650-321-8576