Bilingual Dental Assistant

Join Wilmington Community Clinic!
WCC provides quality, non-discriminatory health services to improve the health and well-being of all served, regardless of their ability to pay. We have served patients in and around Wilmington and Los Angeles for over 40 years. We are proud of the services we provide and put patient care front and center. We provide medical, mental health and dental services. We are proud of the impact we are making in the community!

About the Dental Assistant Position
This is a full-time position and reports to the Dentist. The Dental Assistant must be bilingual in English and Spanish and assists the Dentist in all aspects of dental care delivery, including advanced or specialized dental assistant duties. The candidate selected for this role must be available to work Saturdays and evenings.

The exact hours and days will be determined once the candidate is selected.

Benefits
WCC offers a competitive salary and benefits including medical, dental, vision, life insurance, retirement, paid time off, paid holidays and free employee parking. The environment is team oriented with a clear focus on the mission of the organization.

Essential Position Responsibilities
Administrative
- Greets patients and screens for program eligibility.
- Conducts patient check-in process by verifying appointments and providing appropriate paperwork.
- Enters data in the computer system to update patients’ information.
- Escorts patients through the dental clinic.

Clinical
- Take, develop, mount and file radiographs.
- Clean, sterilize and package dental instructions while keeping labs clean.
- Set up dental trays.
- Take impressions for diagnostic and opposing models.
- Remove sutures, post extracting, periodontal dressing and temporary sedative dressings.
- Apply topical fluoride after scaling by the Dentist.
- Place and remove rubber dams.
- Place, wedge and remove matrices.
- Perform hard, soft tissue and periodical charting under supervision of the Dentist.
- Assist the Dentist with various procedures such as prophies, operative restorations, root canals, pulpotomies, pulpectomies, specification, fixed and removable restorations, space maintainers and extractions.
- Assist with mouth mirror inspections of the oral cavity.
- Provide oral hygiene education to patient and family.
- Responsible for accurate and complete documentation of all patient care activities.
• Perform a variety of clerical and clinical functions as needed to provide back up support to the clerical and hygiene staff.
• Other duties as required.

Skills

• Bilingual in English and Spanish required.
• Knowledge of information and techniques needed to diagnose and treat injuries, diseases and deformities.
• The ability to work efficiently and effectively in a fast paced environment.
• Ability to relate to people from different socio-economic backgrounds.
• Ability to remain organized while managing multiple details.
• Knowledge of HIPAA privacy and confidentiality practices.
• Knowledge of Microsoft Office.
• Professional verbal and written communication skills.
• Punctuality and excellent attendance required.
• Excellent customer service skills required.

Education and Experience

• Dental Assistant Certificate required.
• Radiology Certificate required.
• Infection Control Certificate preferred.
• Coronal Polishing Certificate preferred.
• Current CPR Certificate preferred.
• High school diploma, or equivalent.

What’s Next?
Thank you for your interest! Please submit your resume for consideration.