



AIDS Project Los Angeles (APLA), one of the largest non-profit AIDS service organizations in the United States, provides bilingual direct services, prevention education and leadership on HIV/AIDS-related policy and legislation.

DENTAL ASSISTANT

DIVISION: CLIENT SERVICES

OBJECTIVE:

The Dental Assistant provides chair-side assistance to the Dentist during patient treatment. Other duties include instrument sterilization, maintaining dental office cleanliness and asepsis, assisting in language translation between doctor and patient, and other front office duties as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide efficient chair-side assistance to the dentist in the clinic and the mobile dental van.

Take and develop x-rays.

Take impressions and pour models.

Perform coronal polishing (if licensed by the Dental Board of California)

Fabricate temporary restorations (if licensed by the Dental Board of California)

Clean, disinfect, and prepare operatories as needed for dental procedures.

Package and sterilize instruments.

Help maintain dental supply inventory.

Assist in maintaining OSHA and HIPAA compliance.

Be a visible representative of APLA Dental Services, Inc. in the community and occasionally network with other community based organizations to help improve relationships and ensure maximum availability of resources for our patients.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

- X-ray license issued by the Dental Board of California
- RDA preferred by not required
- At least one year of chair-side assisting experience
- Bilingual (English/Spanish)

Knowledge of:

- Universal precautions and infection control
- OSHA and HIPAA regulations
- Dental materials and usage
- HIV/AIDS medical issues (preferred but not required)

Ability to:

- Fluently speak in the Spanish Language
- Work independently and responsibly
- Treat patients with respect, compassion, and confidentiality
- Work independently and responsibly
- Work effectively as a team member in a busy dental practice
- Be self-motivated and maintain the commitment to excellence of APLA Dental Services, Inc.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Prolonged periods of sitting or standing may be required during patient treatment. The physical motions and the degree of mobility normally associated with the practice of dentistry will be performed on a repetitive basis. Occasionally lengthy rides on the dental van are required.

This position that requires occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper. Some travel required.

To apply, send resumes to:

**AIDS Project Los Angeles
Attn: Human Resources
611 S. Kingsley Dr.
Los Angeles, CA 90005**

Fax: (213) 201-1595

Email: jobs@apla.org

An EEO Employer.