

Northeast Community Clinic is a non-profit organization established in 1971. Our mission is to improve quality of life in the underserved communities of Los Angeles County by providing quality health care. We need dedicated and mission-oriented individuals for our newly launched dental office in the South Bay area.

Position: Dental Hygienist

Schedule: Part-time

Primary Duties & Responsibilities

- Evaluate current medical and oral health of patients to develop, plan, and implement a dental hygiene care plan.
- Provide education and counseling on oral and preventative health care plans.
- Proficient in the use and interpretation of standard dental equipment.
- Perform X-Rays/imaging as necessary.
- Takes appropriate action(s) to address patients' chief complaint(s) and ensure oral health needs are met.
- Maintains all licensing and job requirements (CE, CPR, safety training, PPD)
- Perform treatment according to Dentist's diagnosis and treatment plan.
- Maintain positive working relationship with all staff.
- Other duties as designated by the Dental Director or Executive Director.

Required Education/Experience and Licensure/Certification

- Associates or Bachelor's degree from an accredited Dental Hygiene Program.
- A minimum of one (1) year of experience (preferred)
- Current California Dental Hygiene License Number or Dental Hygiene Anesthesia License Number.
- CPR Card (Adult, Child and Infant)
- Knowledge of Dentrax and digital x-rays (preferred)
- Valid CA Driver's License and Proof of Insurance
- Bilingual English/Spanish (preferred)

For position inquiries, please contact Jessa Caños at icanos@necc.net or (626) 457-6926.

Position: Registered Dental Assistant

Schedule: Full-time (Flexible; may require some evening and weekends)

Primary Duties & Responsibilities

- Depending on expanded roles, education and training, the RDA may be privileged to perform X-Rays/imaging, remove sutures and dressings, tooth polishing, take impressions, apply fluoride and administer topical medications.
- May perform the following procedures under direct supervision: obtain endodontic cultures, dry canals with absorbent points, test pulp vitality, place bases and liners on sound dentin, remove excess cement from supragingival surfaces of teeth with hand instrument or floss, placement of post-extraction and periodontal dressings, coronal polishing, temporary cementation and removal of temporary crowns and removal of orthodontic bands.
- Assist in front office procedures, such as reviewing daily schedules to properly prepare appropriate trays and instruments to ensure smooth operations.
- Ensure preventive maintenance is performed to maintain proper function of all dental equipment.
- Communicates with purchasing department and vendors to assure prompt receipt and store of all supply orders.
- Maintain positive working relationship with all staff.
- Other duties as designated by the Dentist.

Required Education/Experience and Licensure/Certification

- High school graduate or GED
- Proof of completing radiation safety course
- Active CA license and certification as a Registered Dental Assistant
- One (1) year minimum experience as a Registered Dental Assistant
- CPR Card (Adult, Child and Infant)
- Knowledge of Dentrax and digital x-rays (preferred)
- Valid CA Driver's License and Proof of Insurance
- Bilingual English/Spanish (preferred)

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Position: Dental Assistant

Schedule: Full-time (Flexible; may require some evening and weekends)

Primary Duties & Responsibilities:

- Assist dental professionals in dental treatments and procedures as part of core duties.
- Conduct patient entry and exit interviews to ensure all consent forms and documentation is complete as well as ensure patient understanding of treatment plans.
- Clean, stock and maintain an orderly exam room, supply room, sterilization area, lab and general working area.
- Take patient vitals, dental impressions, and x-ray/ imaging.
- Perform front office duties, answering phones, scheduling, chart retrieval, filing, processing test results, greeting, and processing of patients, as needed.
- Strict adherence to the policy and procedure manual to maintain a safe working environment.
- Maintain positive working relationship with all staff.
- Other duties as assigned by Dental supervisor.

Required Education/Experience and Licensure/Certification

- High school diploma or GED equivalent
- Dental Assistant or Certified Dental Assistant Certificate
- CPR Card (Adult, child, and infant)
- Knowledge of Dentrax and digital x-rays (preferred)
- Valid CA Driver's License and Proof of Insurance
- Bilingual English/Spanish (preferred)
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