



Clínica Msr. Oscar A. Romero Community Health Centers

**Clinica Msr. Oscar A. Romero
Job Announcement**

Position Title: Dentist (Part-Time)
Department: Dental
Position Reports to: Dental Director
Send your resume to: jobs@clinicaromero.com

Position Summary:

To fulfill duties of the position in a professional and ethical manner

Responsibilities:

Clinical Skills:

- Provides the following dental services for adults and children, scaling extractions, exams, periodical treatments fillings, and anterior root canals, and other dentistry services according to medical staff practice guidelines.
- Demonstrates good judgment when a dental problem is beyond the scope of services provided in the clinic.

Administrative:

- Provides close supervision of the activities of the dental assistant.
- Is responsible for the actions of the dental assistant.
- Develops and maintains a list of referrals for procedures beyond the scope of services.
- Works closely with Dental assistant to gather required statistics.
- Works closely with Dental supervisor to determine appropriate co-pay for dental services.
- Works closely with volunteer dentist to assure all required standards are met.
- Schedules volunteer dentist based on needed in-house services.
- Works with Dental Supervisor when scheduling volunteer dentist services for special projects.
- Evaluates and contacts appropriate agencies to confirm volunteer dentist's licenses, DEA number and that they are in good standing with the appropriate agencies as delineated in policies and procedures.
- Schedules dental assistants services for volunteer dentist.
- Refers volunteer dentists to Dental Staff Office to initiate process of joining dental staff.
- Supervises volunteers and students assigned to dental clinic.
- Compiles with contract terms relative to licenses and insurance.
- Supervises collection and documentation of any fees collected by dental clinic personnel.
- Works closely with Dental receptionist to facilitate the scheduling for dental appointments.
- Utilize computer network to coordinate appointments for the dental clinic.
- Utilize locker system to provide secure environment for personal property.
- Follows security policies and procedures when encountering inappropriate threatening

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patient behavior.

- Keeps security doors locked between dental waiting area and dental clinic.
- Respectfully reminds parents that they need to supervise their children and/or have a responsible adult supervise their children while undergoing dental treatment.
- Provides the clinic coordinator with copies of the confirmed certifications or diploma of the dental assistant.

Quality Enhancement:

- Develops and maintains a system of peer review which follows the policies and procedures.
- Consistently follows Universal Precautions.
- Develops and maintains a policy and procedure for cleaning and sterilization of dental instruments.
- Closely supervises the activities of the dental assistant to assure that cleaning and sterilization procedures are correctly followed.
- Consults with appropriate hospital departments in the development of cleaning and sterilizations polices and procedures and maintains standards equal to that if the hospital.
- Develops and maintains equipment maintenance program utilizing appropriate hospital resource.
- Develops and mains polices and procedures pertaining to the use of radiological imaging in the dental clinic.
- Consults with the hospital Radiation Safety Officer during the development of radiological imaging polices and procedures.
- Consistently inquires and records the possibility of pregnancy before utilizing radiological imaging.
- Consistently uses proper shielding techniques.
- Develops and maintains appropriate systems for handling and disposing of x-rays developing solutions.
- Complies with Haz-Met standards.
- Obtains and maintains a MSDS for all solutions and products used in the dental clinic.
- Investigates and develops as appropriate, quality control procedures.
- Develops and maintains a schedule of routine cleaning of dental equipment, chairs, tables, etc., using hospital approved solutions for this purpose.
- Closely supervises the dental assistant to assure that a schedule of regular, thorough cleaning is done.
- Works closely with theDental Coordinator in the development and maintenance of the patient evaluation tool of dental clinic services.

Dental Records:

- Maintains current complete dental records.
- Coordinates integration of system of record keeping consistent with the medical clinic system of record keeping.
- Maintains patient confidentiality.

Supplies:

- Develops and maintains a standard inventory.

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- Anticipates the need for supplies and notifies dental assistant on a timely basis utilizing the standard order form.
- Promptly notifies the dental assistants of supplies that need to be returned.
- Continues to maintain a good relationship with the vendors.
- Maintain current knowledge of new products available that may be appropriate for use in the dental clinic to increase quality of care.

Observes CMOAR Appearance/Dress Standards.

- Observe regulations on time card use and reporting.
- Maintain attendance as a policy.
- Maintain a clean and safe work area.
- Observe general Safety/Employee Health policies and procedures.
- Maintain a current annual health screening.
- Observe CMOAR Appearance/Dress standards.
- Maintain the privacy and confidentiality of both client and employee with regard to medical records.
- Display clearly visible identification.
- Treat all patients with respect and dignity and adheres' to the Patient Bill of Rights.
- Treats all employees with respect and dignity in accordance to non-discriminatory policy and procedure.
- Treat all employees/clients in a courteous and professional manner.
- Conduct only work related conversations when clients are waiting for service.
- Do not discuss other staff members, policies, problems or medical care in public areas of clinic.

Qualifications/Requirements:

- Current valid California License as a dentist and DEA number.
- Graduate from accredited dental school
- 1 year or more practice of general dentistry in the community preferred.
- Ability of lift and carry 25lbs. 50 feet
- Ability to consistently function in an environment that includes varying and unpredictable circumstances while exercising appropriate interpersonal and critical thinking skills.
- Demonstrate an attitude of cooperation and professionalism when working inside and out of the department.
- Demonstrates the ability to be self directed and initiated.
- Ability to function as a member of a team promotion and atmosphere of cooperation.
- Working knowledge of spoken Spanish is helpful.
- Ability to adapt to working with clinic patients and their special needs.
- Ability to educate patients and families.
- Good organizational skills
- Knowledge of OSHA needs and regulations.
- Knowledge of labor laws.

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Working Conditions:

- Fast paced community clinic.
- Exposure to blood borne diseases
- Exposure to communicable diseases

Protective Equipment:

- Protective respirator which meets the Clinic standards for protection from active tuberculosis.
- Gloves, gowns, masks, face shield

Immunizations – Recommended

- Hepatitis B vaccine
- Knowledge of Rubella and Varicella immune status
- Rubella vaccine as applicable.
- Baseline assessment of TB Immune status
- At least yearly assessment of TB immune status skin test if not already positive.

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