Registered Dental Assistant (RDA)
We are on the lookout for a motivated RDA! As an RDA, you will be responsible for making each patient as comfortable as possible, learning about their dental history, charting notes, taking digital and panoramic x-rays, setting up procedure trays and providing chairside assistance. In addition to direct patient care, you will follow all OSHA and blood borne pathogen safety standards to ensure the utmost safety for yourself, your peers, and the patients we serve. You will perform lab duties including making casts of the teeth and mouth from impressions taken.

The ideal candidate is a quick learner, engaged in patient care, and bilingual in English and Spanish. The ideal candidate enjoys working with people, making connections, and building relationships; strong communication skills are a must, – listening included – and the ability to establish effective, trusting relationships, and passion to provide exceptional care to the patients of Winters Healthcare. Can you see yourself here? We hope so!

Responsibilities:
• Communicate, collaborate and work in a team-oriented environment supporting our model of care
• Greet patients, take medical/dental history, x-rays, assist chairside, sterilize instruments, rooms and equipment, setup dental procedure trays, make casts for teeth and perform other lab duties.

Qualifications:
• Bilingual fluency in English/Spanish is required (ability to read, write, and speak)
• Current California RDA license; or Dental Assistant with current x-ray certificate
• Significant background providing outstanding customer service
• Strong computer skills; knowledge of Open Dental and eClinical Works is preferred.

Hours:
• Operating Hours: Mon., Tues. and Thurs.: 8:00 am – 8:00pm; Wed. and Fri.: 8:00 am – 5:00pm.
• Working Hours: 40 hours per week, with one evening shift 11am to 8pm.

Compensation and Benefits:
• Hourly rate range for an RDA is $17.50 - $23, and is determined based on experience
• Covered insurances include medical, dental, vision, supplemental long-term disability, life insurance/AD&D, and employee assistance program all 100% sponsored for employee.
• Paid time off (PTO): 9 paid Holidays off, 2-5 weeks of PTO (based on years of service), & 8 hours of CEU.
• 401K retirement match, and a Flexible Spending Account (FSA)
• Now offering Continuing Education Unit (CEU) Reimbursement: License Reimbursement, $300 CEU Funds, & 8 hours of paid time off for CEU.
• We provide three pairs of Winters healthcare embroidered scrubs at hire, and $100 scrubs allowance each year after the first.

We are big on fit, and while we will assess that fit, we understand that you are doing the same. Tell us what your interests are and let’s collaborate together to do great things for our patients and our community!

To chat with us, contact Kelly Fahey, Director of Human Resources at 530-212-1029 or by email at kfahey@wintershealth.org. For more information on the open position, visit us online at wintershealth.org.
Registered Dental Assistant (RDA)

Reports to: Dental Department Manager

FLSA Status: Nonexempt, hourly

Summary of Duties:
The Registered Dental Assistant (RDA) works within a model of team based care as part of the dental care team and cares for patients and supports the team by performing a variety of patient care, office and laboratory duties. Key among these are making patients as comfortable as possible, building a connection and a relationship with the patient, preparing them for treatment, and obtaining dental records. The RDA is responsible for providing chair side dental assistance to the dental provider. Laboratory duties include making casts of the teeth and the mouth from impressions taken by dentists, cleaning and polishing removable appliances, sterilization of instruments and equipment and prepping trays for dental procedures. Front office duties include, greeting patients, scheduling and confirming appointments, updating treatment records, and receiving payments.

Essential Functions:
1. Provide chair side dental assistance to the dental provider; review medical history
2. Take x-rays
3. Place rubber dams on the teeth to isolate them for individual treatment
4. Sterilize instruments and equipment and prepare tray setups for dental procedures
5. Prepare materials for making impressions and restorations; temporary crowns
6. Disinfect rooms between patients and set up room for next patient
7. Instruct patients on postoperative care and general oral health care
8. Participate in continuing education, staff development training, and attend staff meetings.
9. Support quality improvement efforts, and participate in related activities as required.
10. Clean lab equipment and keep lab area clean and orderly; assist with general office cleaning
11. Assist front office with reception duties (e.g. register patients, schedule appointments, receive payments.
12. Order and receive dental supplies; keep inventory of supplies
13. Other duties as assigned

Minimum Requirements

Education, Certification/licensure and Work Experience
- High school diploma or equivalent,
- Graduation from an accredited Dental Assisting Program
- Current California RDA license; or Dental Assistant with current x-ray certificate and coronal polishing
- Minimum of two years providing customer service
- CPR certification (or within 60 days of hire)

Knowledge, Skills and Abilities:
- Fluency (the ability to read, write and speak) in English and Spanish
- Well-organized and detail-oriented with the ability to establish and maintain working relationships with patients, employees and the public
- Experience operating standard office equipment
- Requires effective oral and written communication skills, excellent interpersonal skills, and computer literacy.
- Emotional intelligence and critical thinking skills
- Ability and comfort building relationships with coworkers and patients
- Demonstrated team experience and proven successes in implementation of team goals
- Significant background providing outstanding customer service
- Proficient in computer programs such as Microsoft Office: Word, Excel, Outlook
- A passion and dedication for serving the healthcare needs of our clients
- Knowledge of Open Dental, eClinical Works (eCW) and Microsoft software applications
- Previous experience with Federally Qualified Health Centers (FQHC), low income or medically underserved populations preferred
Other Requirements:

- Authorization and consent for Winters Healthcare to investigate candidate’s background with a consumer report for employment purposes, to evaluate candidate/employee for employment, promotion, reassignment, or retention as an employee

Additional Desired Qualifications:

1. Experience in a dental office and/or medical office preferred;
2. Previous experience with Federally Qualified Health Centers (FQHC), low income or medically underserved populations is highly desirable.
3. Knowledge of county programs such as Family PACT, CHDP and Healthy Families

Operating hours:

- Monday, Tuesday and Thursday: 8:00 am – 8:00pm; Wednesday and Friday: 8:00 am – 5:00pm.

Working Hours:

- This position is full-time at 40 hours per week, Monday – Friday. A minimum of one evening per week (11 am – 8 pm) is required. Additional and/or occasional evenings may be required as business needs dictate.

Physical Demands:

While performing the duties and tasks of this job, Employee is regularly required to stand; walk; work on irregular surfaces; reach with hands and arms; use hands to finger, handle or feel objects, tools, or controls; talk or hear; and taste or smell. Employee is occasionally required to sit and stoop, kneel, crouch, bend, squat, twist or crawl. This job requires physical effort and the ability to place or retrieve items at below waist level may be required.

Employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception, and the ability to adjust focus. Employee occasionally may be required to transfer patients to/from a wheelchair. The physical demands described here are representative of those that must be met by Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental/ Working Conditions:

The environment is a standard office environment. Regular office hours are Monday through Friday. Occasionally, evenings, weekends and overtime may be required. Office hours may be changed as business needs dictate. The working environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, Employee is occasionally exposed to toxic or caustic chemicals, required to work near moving mechanical parts and sharp instruments, and may be at risk of electrical shock. The noise level in the work environment is usually moderate.