

Northwest Colorado Health

Dental Coordinator

General Statement of Duties:

This position coordinates aspects of the dental clinic operations, to include clinical flow between the front and dental providers.

Supervision Received:

Works under the general direction and supervision of the Dental Director or designee.

Supervision Exercised:

None.

Essential Functions:

1. Coordinates and oversees the operations of the dental clinic within the Community Health Center:
 - Assists in creating dental program standards and goals.
 - Assists in creating and updating dental policies, procedures, and workflows.
 - Coordinates patient registration and work flow with the front office.
 - Integrates work with other staff to ensure timely and accurate patient flow, including coordination with dental billing and collections staff.
 - Accurately and consistently understands and communicates (written and oral) dental terminology while relaying information to co-workers, patients, and outside entities.
 - Oversees referrals in-house and to outside dental / medical offices.
 - Provides continuous support with dental software.
2. Develops and strengthens a network of subspecialty care providers and establishes protocols and procedures to evaluate effectiveness of referrals.
 - Develops and locates services in the community and surrounding areas based on identified needs of the clientele.
 - Assists in the development of Contractual Agreements with other service providers.
3. Participates in the ongoing continuous quality and performance improvement process.
 - Collecting and analyzing data to determine the needs of the target population.
 - Using data to implement and initiate program development
 - Develop reports and provide data on outcomes of individual client interventions as well as general program effectiveness.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Education: High school diploma or equivalent required.

Experience: One to two years dental office experience and cultural competence in working with diverse populations is preferred.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
2. Initial TB testing upon hire and/or documentation of TB test within the last year.

Knowledge, Skill, and Abilities:

1. Demonstrates competence in computer operations and dental software, appointment scheduling, answering phones, and posting charges.
2. Competent in dealing with racially and ethnically diverse populations.
3. Basic computer skills.
4. Excellent oral and written communication skills.
5. Ability to organize and prioritize tasks.
6. Ability to work under pressure.
7. Strong attention to detail and problem solving skills.
8. Ability to work independently and as a team member.

Working Conditions:

1. Work location for administrative activity is in an accessible office environment. Daily activity is 70 - 80% sitting and 20 - 30% walking and/or standing. Occasional stooping, bending reaching, twisting.
2. This position meets the criteria for Category 3 of OSHA's guidelines for exposure to biohazards.

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Signature below acknowledges that I have received a copy of my job description.

Employee Signature

Date