



Job Title: Dental Clinic Coordinator	FLSA Status: Exempt
Reports to: Dental Director	Salary: Commensurate with education/experience
Revised: February 29, 2024	Work Schedule: Part-time ~32 hours/week

Summary: The primary responsibility of Dental Clinic Coordinator is to coordinate all aspects of MOJ's free, charitable dental services and will assist dentists as they provide dental services to MOJ patients. In addition to coordinating the dental department, the Dental Clinic Coordinator will also provide direct patient care and will be able to perform the work of either a Registered Dental Assistant or a Dental Hygienist, with require professional credentials.

Essential Responsibilities include:

- Coordinates the day-to-day needs and responsibilities of the dental clinic.
- Serves patients as a dental assistant or dental hygienist working closely with our dentists.
- Sets up rooms, assists chairside, takes x-rays, cleans/sterilizes equipment, and instruments.
- Ensures monthly maintenance of equipment is completed and logged as required.
- Orders supplies and stocks materials.
- Types notes and enters treatment completed and planned.
- Instructs staff and volunteers on infection control protocols, maintains logs.
- Assists grant writer with information for grant applications, as needed.
- Assists with maintaining the dental department's budget.
- Networks with dental groups and associations, attends health fairs and related events.
- Manages volunteer provider schedules and coordinates dental school students placed at MOJ.
- Various administrative tasks such as financial procedures and invoice processing
- Other duties as assigned by the Dental Director and/or Executive Director

Qualifications:

- Registered Dental Assistant or Dental Hygienist with proper professional degree or certification, and credentials including certification to operate x-rays.
- 3 or more years of successful experience in a dental clinic or other setting working in collaboration with staff and the public.
- Experience using "Open Dental" dental practice management software preferred.
- A mature Christian with knowledge of Scripture and a demonstrated faith coupled with the ability to communicate Biblical truths and share the gospel proficiently (in both English and Spanish, preferred).
- Superior people skills with the ability to relate and communicate well in both English and Spanish (strongly preferred) while maintaining strict professional confidentiality.
- A high level of integrity, trustworthiness, and commitment to the mission, vision, values, and our Statement of Faith.
- A highly disciplined person who can stay on task to the completion of tasks or as directed by the Dental Director
- Ability to model servant leadership and humility including a passion to be part of a team in ministry to provide integrated services with compassion for the needs of people without prejudice.
- A self-disciplined self-starter who demonstrates organizational skills, can multi-task, prioritize responsibilities, and efficiently complete projects/tasks with excellence in a timely manner.

Other Skills Required: The Dental Coordinator position is a person committed to excellence who can represent the ministry in a positive manner, demonstrate positive customer service skills, and can multi-task their responsibilities. Is out-going, friendly, and has a warm welcoming personality. Can think critically and problem-solve while also being self-directed, enthusiastic, and task oriented. Can adhere to deadlines, demonstrate exemplary professionalism, maintain strict confidentiality, has strong attention to detail, and produces high quality work.

Job Specifications: To perform this job successfully, an individual must be able to competently perform each essential skill and duty. The requirements listed below are representative of the knowledge, skill and/or ability required.

Supervisory Duties: Other staff as assigned including volunteers.

Language Skills:

Ability to read, analyze and interpret general professional journals, technical procedures, and/or government regulations in English (and Spanish preferred). Ability to write and correspond as may be appropriate in both English and Spanish. Ability to effectively present information and respond to questions in one-on-one and small group situations. Bilingual (Spanish) is highly desired.

Mathematical Skills:

Ability to plan budgets and use the mathematical skills required to do so. Ability to maintain accurate records and supportive documentation for projects under the supervision of the position.

Reasonable Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical and diagram form and deal with several abstract and concrete variables.

Other Skills and Abilities:

Ability to use technology and related programs and other technologies needed to perform essential job functions. Experience using "Open Dental" preferred. Ability to establish and maintain effective working relationships with the staff and the community. Ability to proficiently communicate formally and informally both in oral and written form. Ability to serve as a resource to the board of directors, the Executive Director, directors and staff, and the public in translating English and Spanish and interpreting and/or implementing the ministry's mission, vision, values, and policies specifically related to the general operations of the ministry.

Physical Demands:

The physical demands described here are representative of those that must be met by an 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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee may occasionally be required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works inside. The noise level in the work environment is generally quiet depending on the activities in the part of the day and location.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals that maybe currently holding this position and additional duties may be assigned.

Applications: Submit a cover letter of interest, resume, MOJ employment application & references, plus any credentials, transcripts, or certifications to:

Contact;	Dr. Joe Pierce, Executive Director
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