



THE FREE MEDICAL CLINIC OF GREATER CLEVELAND

12201 Euclid Avenue ♦ Cleveland, Ohio 44106 ♦ Phone: (216) 721-4010 ♦ Fax: (216) 707-3530 ♦ www.thefreeclinic.org

Dental Clinic Coordinator

Full-Time:

40 hours per week including Saturdays

Salary:

Commensurate with skills and experience

ROLE: Provides smooth operation of the Free Clinic's Emergency Dental service and special EIP Dental clinic. The provision of care in the Emergency clinic is completely dependent on volunteer providers. Coordinates and schedules volunteers. Works closely with the Dental Clinic Assistant to ensure smooth operation of the clinic. Involved in planning, problem identification and problem solving, and program development.

QUALIFICATIONS: Required: High school diploma or GED certificate. Dental Assistant and X-Ray Certification. Two years work experience in dental field. Office management experience. Excellent organizational, communication, and people skills. Good judgment and ability to appropriately handle crises. Experience working with volunteers.

AREAS OF RESPONSIBILITY:

- 1) **Preparation for Clinic:** Ensures that dental instruments are properly sterilized, maintained, and stored for easy retrieval. Ensure that the X-Ray machine is checked and serviced regularly. Prepares list of dental supplies needed for Purchasing Manager and makes sure they are in stock.
- 2) **Clinic Intake and Operation:** Ensures that the service and volunteer statistics are completed, identifies relevant trends, and reviews patient education materials. Coordinates recruitment, screening, orientation of dental assistant students. Assists and supports Dentists with dental training of students in such areas as charting practice, communication with patients, use and care of instruments, and referral resources. Oversees Emergency Clinic intake/triage, matching patient appointments to availability of providers. Alerts providers regarding significant medical information coming out of intake phase. Provides chair-side assistance in clinic as needed and as time permits. In collaboration with Dental Assistant coordinates outside referral process for patients, handles patient calls, follow-up, make reminder calls, and deliver medication to patient.
- 3) **Volunteer Support:** Assists in dental intake training of historians, and plans and maintains sufficient volunteer staffing to ensure that the clinic format remains as a teaching clinic. Facilitates communication between volunteers by ensuring that accurate, complete, and current records are kept on all volunteers
- 4) **Other duties:** Attends Free Clinic all-Staff meetings. Contributes to programmatic and organizational decision-making through active participation. Assures patient satisfaction. Works effectively and positively with co-workers and volunteers. Other duties, as assigned.

Submit Resume to:

Jolynda Gibbs, HR Manager, jgibbs@thefreeclinic.org

The Free Medical Clinic is an **Equal Opportunity Employer** & service provider