The School Dental Care Coordinator

A positive, caring, and motivated individual who works efficiently and multi-tasks well. This Dental Assistant must have good reasoning and decision-making skills. Dental Assistant will have the ability to work collaboratively in a team approach providing outstanding dental care. This position has excellent benefits, a competitive salary, with no-cost medical coverage option available.

For nearly 50 years, we have been a health care leader in our community focused on providing excellent, affordable primary care to all patients, regardless of insurance status or ability to pay. Fair Haven is proud to have a diverse and motivated team of professionals who are constantly seeking ways to enhance and improve the health and well-being of all patients. It’s an exciting time for FHCHC. We are growing and looking for great talent to join us! If you are a passionate, caring professional interested in improving the health of our community, we’d like to know more about you.

Job Purpose: The School Dental Care Coordinator is responsible for the administrative duties within the School Based Health Center Dental Clinic including data accuracy, scheduling, internal and external program reporting, collaboration and coordination with New Haven Public Schools faculty and administration, quality assurance and improvement, outreach, enrollment, education and marketing. Coordinates dental care for school students with school personnel, Dentist and Dental Hygienist. Coordinates dental care through the School Based Dental Clinics, and Main Dental Clinic. Duties and Responsibilities: Work collaboratively with FHCHC dental professionals, school administration, staff, students, families and community resources to deliver dental care to students on school campuses. Responsible for accurate day to day operations of the School Based Dental Clinics (SBDC) making sure all required documentation is maintained, electronic health records are accurate and updated regularly. Coordinate all referrals from faculty and staff for school based dental services. Works with FHCHC, School Based Health Center (SBHC) and school staff on dental health education, events, programs and activities as well as coordination of care between sites. Collaborates with the School Dental Program Manager, Dental Director and FHCHC Administration on the implementation of new programs at the SBHC. Acts as interpreter when needed. Delivering, and collecting packets from participating schools, type letters, flyers, memos etc. Reviewing and entering all registration forms into EDR system and scanning all forms. Contacting parents for information missing on registration form. Attending open houses and other events for each participating school. Attending dental staff meetings, participating in faculty staff meetings and relevant trainings. Updating and maintaining statistic reports for the program, adherence to document deadlines. Tracking and following up on restorative care needed. Scheduling all dental referrals from the hygienist or dentists. Employee demonstrates knowledge of and adheres to proper chain of command. Keeps appropriate individuals aware of issues, changes to and/or pertinent problems. Advises appropriate staff of situations requiring follow-up attention. Additional responsibilities as requested by supervisor.

Qualifications: Bi-lingual in English and Spanish required Experience in program coordination preferred Excellent interpersonal skills, both written and oral Knowledge of dental and medical terminology and basic billing practices Ability to take vital signs preferred Ability to relate with effectiveness to the public, the patient and the other staff of the health center Technical Qualifications: High School Diploma or GED Previous Dental Experience preferred Proficiency in Microsoft Office Suite Direct Reports: None OSHA Status: Category I Increased Risk Position Potential exposure to hazardous waste and blood borne pathogens, clinical setting Yearly Infection Control Training Physical Requirements: Physical Demands: Requires walking, bending, sitting, standing, writing, reading, telephone use, data input into computer, pulling medical records, Mental Demands: Ability to cope with continual changing priorities under potentially stressful conditions Manual Dexterity Required: Ability to use a keyboard, telephone American with Disabilities Act: External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job specific functions (listed within each job specific responsibility) either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case by case basis Fair Haven Community Health Care is an Equal Opportunity Employer. FHCHC does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.