

TITLE: Coordinator, Dental Clinic

CLASSIFICATION: Classified

SALARY GRADE: 10

SCOPE OF POSITION:

Under general direction, provides complex administrative assistance and office management support for the dental clinic including fiscal management, customer relations, or other specialized services. Collects, maintains, and analyzes complex and/or confidential data. Prepares comprehensive reports or other documentation and provides resources to support departmental initiatives, processes, and operations, including designing and maintaining web pages. Supervises, trains, and organizes the work of students during clinical hours. May serve as a lead worker to other classified staff in the area.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates complex administrative tasks within assigned area(s).
2. Interprets and implements department policies, HIPAA regulations, and work procedures; initiates improvements to office and clinic workflows.
3. Prepares reports, correspondence, forms, and spreadsheets. Proofreads documents for accuracy, completeness, and conformity to established formats. Designs and creates forms, marketing, and informational materials.
4. Compiles, maintains, and assists in developing budgets; monitors multiple program(s)/activity budgets and reconciles records and budgets. Facilitates purchasing processes, including researching vendors, preparing requisitions, contracts and budget transfers; tracks orders. Provides budget assistance, such as account coding information, to faculty and staff.
5. Oversees dental software accounts and updates; collaborates with IT to resolve technical issues and maintain system integrity.
6. Oversees student clinical hours in the reception office, manages patient checkout, and facilitates communication with external dental offices.
7. Develops and tracks patient assignments, clinical requirements, and program-specific schedules to ensure program completion.
8. Maintains detailed records and confidential files, including patient satisfaction surveys and infection control logs. Collects and verifies student intake paperwork, vaccination requirements, and provides tabulated reports to faculty.
9. Performs basic equipment repairs and dental waterline testing; coordinates with external vendors and Facilities for major repairs and maintenance.
10. Manages hazardous waste records, provides infection control equipment reporting, and performs instrument sterilization to meet safety standards.
11. Monitors and orders all program inventory; coordinates with vendors for supplies, equipment training, and future expenditures.

KNOWLEDGE OF:

1. Terminology, equipment, tools, materials, supplies, laboratory/clinical procedures, and practices and techniques used in a dental office, including repair, calibration, and maintenance of equipment and instruments.

TITLE: Administrative Assistant I

KNOWLEDGE OF - Continued

2. Principles, practices, and environmental health and safety regulations in the proper use of and disposal of hazardous or biohazardous materials or work with laboratory/clinical equipment, per OSHA guidelines.
3. Health Insurance Portability and Accountability Act (HIPAA) requirements.
4. Current office methods and practices including filing, proofreading, formatting, report writing, advanced bookkeeping, and fiscal management.
5. Proper English usage, spelling, vocabulary, and grammar.
6. Proper reception and telephone etiquette.
7. Methods, practices, and terminology used in bookkeeping, accounting, and financial record keeping.
8. Basic web accessibility tools and document remediation.
9. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
10. Applicable technology usage, including standard office productivity software, and other appropriate technology.

ABILITY TO:

1. Understand the function of, operate, maintain, troubleshoot, schedule repair, and calibrate technical laboratory/clinical equipment, supplies, and instruments.
2. Compose, proof, and edit correspondence and reports.
3. Perform complex mathematical calculations.
4. Maintain detailed records and compile statistical information.
5. Apply District policies and procedures.
6. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
7. Communicate effectively, both orally and in writing.
8. Exercise appropriate judgement in interactions with others and with work processes.
9. Interact with the public in a helpful, courteous, and professional manner.
10. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate degree required

EXPERIENCE:

2+ years of related experience with administrative support or office management in a health care setting.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).