DENTAL OFFICE COORDINATOR / DENTAL ASSISTANT
Care Alliance Health Center Cleveland, OH

Position Summary:
The Dental Office Coordinator / Dental Assistant is required to work with the Dental Director and the Dental Office Manager and the entire operations of the dental clinic(s) – scheduling appointments for patients, ordering supplies and maintaining proper inventory, and managing maintenance of the clinic equipment. Act as a chair side assistant for the dental director and other dentists in the practice and with other related functions.

Requirements:
Training course in medical science and health management is preferred; Must have the knowledge of dentistry related subjects, such as, dental health safety, dental terminology, dental and general anatomy, and transcription techniques, etc.; 2–5 years of work experience in dental office maintenance and administration; Well-developed communication interpersonal skills; Ability to work with a range of individuals including the homeless; Ability to work independently with minimum supervision; Radiology certified; CPR certified; Commitment to the mission of Care Alliance

Responsibilities:
**Dental Office Coordinator duties** - Work closely with the Dental Director and the Dental Office Manager to carry out the day to day functions of the dental department; Work with finance and interact with insurance companies for reimbursement of services; Act as dental representative on various committees; Manages schedules of providers and staff for multiple sites and editing time clocks in the absence of the Dental Office Manager; Ensure certifications and licenses are up to date; Keep the dental offices well supplied with drugs and other requirements; Working towards enhancement of the service and medical treatment offered in the medical facility; Dental workplace administrator abilities and specifications; Assists in the hiring of new staff; Performs other duties as assigned and included in full job description

**Dental Assistant duties** - Prepare and maintain dental instruments, supplies, and equipment; Assist with dental care during all dental clinics including chair side assisting the dentist; Participates in outreach events. Expose dental x-rays; Effectively interview the patient, evaluate medical/dental history, chief complaint, and record dental findings and treatment; Provide oral hygiene instructions and/or explanations of prescribed treatment to patients; Performs other duties as assigned and included in full job description

**Essential Skills:**
- Excellent communication skills to communicate and maintain good interpersonal relations with the patients
- Excellent organization skills to maintain order in the clinic
- Good management and administrative skills
- Ability to manage the staff schedules and edit time clock reports for payroll
- A strong medical knowledge and specifically, dental knowledge
- Motivated and able to work independently and with a positive manner

It is the policy of Care Alliance Health Center to ensure equal employment opportunity in accordance with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years or more), military status or veteran status is illegal. Applicants must embody the mission of Care Alliance Health Center: To Provide high quality healthcare, patient advocacy, and related services to people who need them most, regardless of their ability to pay, in a manner that is cost effective and that empowers people to improve their quality of life.

Contact:
Human Resources
216-781-6228, ext 246

Apply:
careers@carealliance.org
Attn: Human Resources
1530 St. Clair Ave.
Cleveland OH 44114