

## Job Title: Dental Program Coordinator

**Holland Free Health Clinic** is seeking an individual to coordinate our dental program which provides free care to underserved adults. We are a small non-profit health ministry that relies on the partnership of volunteer health providers to achieve our mission.

**Our mission** is to express the healing ministry of Jesus Christ by facilitating access to health care for those in need. **Our purpose** is to ensure access to health services for the underserved, providing free care with a holistic approach that addresses needs of the mind, body, and spirit.

### Position Summary:

The Dental Program Coordinator will have extensive experience in a dental setting. They are responsible for the management and daily function of the HFHC dental program, as well as the delivery of quality dental care to the underserved. The coordinator will recruit volunteer providers through consistent communication and community outreach. The coordinator will ensure administrative duties are completed in a timely accurate manner and compliant with standards.

### Responsibilities include but are not limited to the following:

Support the mission of Holland Free Health Clinic, a Christian health ministry

#### Program Coordination

- Ensure sufficient dental clinic staffing and support through recruitment, scheduling, and retention of volunteer dentists, hygienists, assistants, and support volunteers.
- Maintain sterilization and infection control practices through planning, implementation, and direct supervision
- Maintain dental equipment, supplies, and inventory
- Schedule patient appointments, timely charting, database entry, and reporting
- Bill Medicaid for services and tracking reimbursement on a weekly basis
- Provide short and long term planning to ensure sustainability of services
- Provide ongoing evaluation of standards and quality of care

#### Community Outreach

- Increase awareness of HFHC volunteer needs through direct contact with local dental providers
- Represent HFHC on assigned committees, internal and external
- Increase awareness with local agencies to build cooperative relationships, raise awareness of HFHC services, and recruit financial support and volunteers.

#### Working Relationships:

- Reports to the Executive Director via daily communication and weekly progress reports
- Interaction with the Board of Directors, related committees, external groups, and coalitions
- Daily interactions with volunteer dental providers and support staff/volunteers

#### Qualifications:

- Experience in a clinical dental setting
- Excellent oral and written communication skills, beneficial to be bilingual in English and Spanish
- Competency in computer skills and dental software (Dentrix)
- Experience with Medicaid billing process
- High level of honesty, integrity, reliability, and servant attitude

#### Additional:

- Compensation commensurate with experience
- 30-40 hours per week with flexibility for the ideal candidate
- Occasional evening or weekend work for special events, training, and conferences

Qualified candidates may send a resume and cover letter to [mail@hfhclinic.org](mailto:mail@hfhclinic.org) by **Friday May 24, 2019**.  
Holland Free Health Clinic is an equal opportunity employer.