



JOB INFORMATION

<i>Job Code:</i>	191219
<i>Job Title:</i>	Mobile Dental Clinic Coordinator
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Dental Clinic
<i>Job Family Group:</i>	Dentistry
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Coordinates the organization and delivery of services to mobile dental van clinic site visits and other Office of Community Oral Health program sites. Performs varied clinical and administrative duties and ensures compliance with established policies and procedures.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
	X	Specialized/technical training	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		1 year	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated strong communication skills and the ability to work collaboratively in a diverse environment.
X		Bilingual skills in English and Spanish.
X		Health Insurance Portability and Accountability Act (HIPPA) training, Bloodborne Pathogens (BBP) training, and Defensive Driving for CMV Drivers training.

Licenses

Req	Pref	License(s)
	X	Completed dental assisting program from an accredited school or current Registered Dental Assistant (RDA) in the state of California
	X	California X-ray license
	X	Valid Class A and/or Class C CA state driver's license.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Current CPR certificate
	X		Current BLS certificate

Other Job Factors

- May be required to setup, operate, and/or dismantle fixed and portable dental clinic equipment.
- Must be able to work a varied schedule.
- Will be required to pass on-line HIPPA certification and harassment courses.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Coordinates mobile dental van clinic services. Drives university vehicles and transports equipment and staff to clinic sites, as needed.				
Coordinates and schedules locations and facility needs for remote clinics.				
Ensures cleanliness of mobile clinic and supplies. Maintains clinic equipment and/or arranges for repair, as needed.				
Ensures compliance with all university and state policies and procedures, including HIPPA.				
Maintains, orders and keeps accurate inventories of clinic and office supplies, as needed. Prepares, maintains, and distributes adequate supplies of patient treatment packets.				
Assists with patient registration, scheduling, filing, billing, problem resolution, and other administrative support duties, as needed. Ensures clinic forms are completed accurately and up to standards.				
Dispenses dental materials and instruments, as required. Cleans and sterilizes instruments. Prepares treatment area, as needed.				
Exposes, processes, and mounts patient X-rays.				
Maintains and updates patient information in clinic information system(s). Provides clinical data and reports, as required.				
Performs clinical and administrative support for other Community Health Programs (e.g., health fairs, dental sealant projects).				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

