

Mobile Dental Clinic Coordinator Job Description

JOB INFORMATION			
Job Code:	191219		
Job Title:	Mobile Dental Clinic Coordinator		
FLSA Status:	Non-Exempt		
Supervisory:	May oversee student, temporary and/or resource workers.		
Job Family:	Dental Clinic		
Job Family Group:	Dentistry		
Management Level:	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

Req	Pref	Degree	Field of Study	
Χ		High school or equivalent		
	Χ	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

Req	Pref	Work Experience	Experience Level	
Χ		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

Req	Pref	Functional Skills
Χ		Demonstrated strong communication skills and the ability to work collaboratively in a diverse environment.
Χ		Bilingual skills in English and Spanish.
Χ		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	
Χ		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

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/

Campus Security Authority (CSA)	Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name	Signature	Date
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an allinclusive list of qualifications, skills,

duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.