

## **San Diego County Dental Foundation**

### **Job Title:**

Dental office coordinator/Dental assistant  
Temporary-Part time position

### **Position Overview:**

This position is for the managing of administrative duties of the front office and managing the back office duties for the John Geis Dental Clinic at Veterans Village of San Diego. The Geis Dental Clinic is a two operator clinic, which serves the residents of VVSD, a rehabilitation facility for formerly homeless veterans who are being treated for drug and alcohol addiction. Restoring the smiles of these veterans helps to restore their confidence and prepares them to once again lead productive and fulfilling lives. We provide high quality, comprehensive care for every patient.

Reports to: Dental Director

### **Administrative Duties:**

- Manage day to day operations of the dental clinic
- Manage compliance with OSHA, state, and federal regulations
- Manage and update clinic computer systems
- Handle billing of MediCal and other insurance claims
- Securely store and handle records in compliance with HIPAA regulations
- Order, receive and stock supplies
- Communicate with dental labs to ensure timely delivery of impressions and prosthetics in time for patient appointments

### **Patient Management:**

- Manage patient records
- Schedule dental appointments in coordination with VVSD staff
- Help explain office policy to patients
- Check in patients and assist them with completing required forms

### **Clinical Responsibilities:**

- Assist dental director and dental students chairside during dental procedures when necessary
- Take dental xrays and screen each new patient
- Complete set-ups for dental treatment
- Oversee disinfection and sterilization of instruments and operatory surfaces
- Complete routine maintenance of water lines, suction, traps, and filters
- Monitor and perform needed cleaning of sterilizer

### **Minimum requirements:**

- RDA or DA certificate
- Excellent customer service skills
- Fluency with dental office management software, specifically Eaglesoft, and MS Office programs
- At least 3 years of dental office experience

Compensation and hours:

Up to \$30/hr. and DOE

Tuesday to Thursday, 8:30am to 5pm

Up to 24 hours per week and no overtime

Disclaimer:

The above description is intended to describe the general nature and level of work required for this job. It is not to be construed as an exhaustive list of responsibilities, duties, and skills required. Other duties outside of the normal responsibilities may be required from time to time. The employee may occasionally be required to lift parcels of up to 25 pounds.