



Title: Dental Clinic Coordinator  
Department: PACS Dental Clinic  
Location: Dental Clinic  
Reports to: Executive Director

### **JOB SUMMARY**

The Dental Clinic Coordinator serves as a key office leader, responsible for managing daily front office operations, recruiting and coordinating dental volunteers, and ensuring the clinic runs efficiently according to established procedures. This role requires strong communication, organizational skills, sound judgment, and the ability to foster positive experiences for patients, volunteers, and donors in a collaborative, service-oriented environment.

### **HOURLY RATE & STATUS:**

- \$27-\$30/hr. and partial benefits
- 18-20 hours per week with potential for more hours
- On-the-job training & continuing education opportunities available

### **DUTIES AND RESPONSIBILITIES:**

#### **Office Operations and Administration**

- Oversee daily office activities and provide direction and guidance to staff/volunteers as needed
- Manage and enforce office policies and procedures
- Track and report clinic data
- Ensure operational readiness of the clinic, including opening and closing the dental clinic
- Manage office budget and expenses/spending
- Stay up to date on OSHA/HIPAA/MSDS and run monthly meetings
- Maintain patient confidentiality, including handling of PHI in accordance with federal (HIPAA), state, and local laws
- Order clinic supplies, manage inventory and coordinate equipment maintenance as needed

#### **Volunteer and Staff Coordination**

- Actively recruit for volunteer Dentists, Dental Assistants, and front desk schedulers.
- Manage volunteer schedules for dentists, dental hygienists, dental assistants, and other volunteers

#### **Patient and Appointment Management**

- Manage patient appointments for dentist and hygienist
- Manage front desk with appointments and phone calls
- Check patients in and out of appointments
- Complete intake paperwork and updating patient records.
- Assist in the administration of the recall system (patient follow-ups)

- Collect payments from patients in accordance with the PACS Dental Clinic policies and procedures
- Verify patient's income and eligibility in accordance with PACS Dental Clinic's nominal fee policy

### **Community Engagement and Marketing**

- Coordinate with Executive Director for marketing the clinic to new patients and volunteer dentists
- Work on building relationships with other agencies in the community
- Attend dental-related events with the Executive Director

### **KNOWLEDGE, SKILLS, & ABILITIES**

- Spanish speaking strongly preferred
- Ability to work independently and be self-motivated
- Personable and engaging while communicating with various demographics
- Flexible to respond to varied work from day to day, deal with emergencies, identify problems quickly and take immediate action
- Knowledge of:
  - Patient confidentiality practices, including handling of PHI in accordance with federal (HIPAA), state and local laws
  - Accounting, data and administrative management practices and procedures
  - Clerical practices and procedures
  - Human resources management practices and procedures
  - Business and management principles

### **Preferred Qualifications:**

- Dental Assistant experience
- Experience with EHR software (Open Dental)
- Experience in administrative clinic settings
- Experience in volunteer management

### **PHYSICAL REQUIREMENTS**

- Job requires ability to sit for long periods of time, bending, lifting, carrying, pushing and loading

### **HOW TO APPLY:**

To be considered for this position, submit a cover letter describing your interest in this position and a complete resume demonstrating your qualifications to [jobs@pacsonline.org](mailto:jobs@pacsonline.org).

Applications will be considered immediately, and the position is open until filled.

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