**Host Site:** *Scenic Bluffs Community Health Center*

**Position Title:** *AmeriCorps Quality Improvement/Dental Programming Coordinator*

**Department:** *Operations*

**Reports to:** *Community Health Educator*

**Summary**

The individual is responsible for organizing, scheduling and implementing the mobile sealant program with the dental office director and dental assistants for students in area schools including head start. Focus will also be on outreach and education of dental patients. This position also works with the PCMH program by supporting new patients with paperwork, conducting and compiling patient satisfaction surveys, and serving on the Help Team for patient referrals for services or insurance.

**Duties & Responsibilities**

* Dental outreach coordination
* Patient portal education
* Dental sealant and Head Start program coordination
* Provide oral health education to area youth
* Conduct dental patient risk assessment
* Support hygiene team at school-based events and document services provided
* Outreach to new patients of the dental practice to educate on all health center services
* Dental education to parents during well child checks under the supervision of health educators or dental staff
* Support dental and health education through bi-weekly meetings with the Community Health Educator
* Refer patients to other departments based on dental and new patient assessments
* Represent Scenic Bluffs at area outreach events
* Support Dental PCMH through bi-weekly meetings with dental department manager to identify additional needs and projects
* Support Medical PCMH through bi-weekly meetings with clinical manager to identify additional needs and projects
* Promote the mission, vision and values of the organization in all interactions
* Report to work as scheduled

**Qualifications**

The individual must respect the confidentiality of patient information while performing job duties and establish and maintain effective working relationships with patients, employees and public. The individual must also possess a strong knowledge of intake and registration process and insurance billing systems, knowledge of current insurance billing practices, problem solving skills and ability to work without constant supervision.

**Education and/or Experience**

The individual should have skills in planning and managing projects; effective listening and problem solving. The individual should have knowledge of health and wellness issues and be current on local and national initiatives. This position requires the ability to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data. The individual is required to work with a wide diversity of individuals and will need to be able to adapt to changing priorities. Strong communication skills with persons of various ages and backgrounds are necessary. The individual should be able to establish and maintain effective working relationships; meet deadlines and schedules, as well as provide direction to small groups and committees and work as a team. Knowledge of dental and medical terminology is a plus.

**Communication Skills**

The individual must possess strong oral and written communication skills and the ability to speak effectively before groups of customers or employees of an organization. Bilingual skills (Spanish/English) are helpful, but not required. Communicate with patients, families, communities, other health professionals and co-workers in a responsive and responsible manner to support a team approach to the maintenance of health and the treatment of disease. Engage others, appropriate to the specific care situation, in shared patient-centered problem solving.

**Computer Skills**

The individual must possess the knowledge of Word, Publisher, Excel and PowerPoint, the basics of web design and social media platforms including Facebook and Twitter.