UNIVERSITY OF SOUTHERN CALIFORNIA

Mobile Dental Clinic Coordinator

Job Code: 191219

Grade: G
OT Eligible: Yes
Comp Approval: 6/14/2005

JOB SUMMARY:
Coordinates the organization and delivery of services to various mobile dental van clinic site visits. Performs varied clinical and administrative duties and ensures compliance with established policies and procedures.

JOB ACCOUNTABILITIES:

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<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
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<td>Coordinates mobile dental van clinic services. Drives University vehicles and transports equipment and staff to clinic sites, as needed.</td>
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<td>Coordinates and schedules locations and facility needs for remote clinics.</td>
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<td>Ensures cleanliness of mobile clinic and supplies. Maintains clinic equipment and/or arranges for repair, as needed.</td>
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<td>Ensures compliance with all University and state policies and procedures, including HIPPA.</td>
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<td>Maintains, orders and keeps accurate inventories of clinic and office supplies, as needed. Prepares, maintains, and distributes adequate supplies of patient treatment packets.</td>
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<td>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.</td>
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<td>Prepares treatment area, preps patients, and provides chair-side services, as needed. Dispenses dental materials and instruments, as required. Cleans and sterilizes instruments.</td>
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<td>Exposes, processes, and mounts patient X-rays.</td>
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<td>Maintains and updates patient information in clinic information system(s). Provides clinical data and reports, as required.</td>
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<td>Assists with the supervision of visiting dental assisting students. Reports student activities and assists in evaluating student progress.</td>
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<td>Performs clinical and administrative support for other Community Health Programs such as health fairs, dental sealant projects, etc.</td>
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<td>Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
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</table>

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No
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.

**JOB QUALIFICATIONS:**

**Minimum Education:**

High School or equivalent

**Minimum Experience:**

1 Year

**Minimum Field of Expertise:**

Registered Dental Assistant in the state of California. Must have current RDA, CPR, HIPPA, and BLS certificate, and California X-ray license. Demonstrated strong communication skills and the ability to work collaboratively in a diverse environment. Bilingual skills in English and Spanish.

**Skills: Administrative:**

- Clinical documentation
- Communicate with others to gather information
- Gather data
- Input data
- Schedule appointments
- Translate from one language to another
- Understand and apply policies and procedures
- Use database and/or word processing software

**Skills: Machine:**

- Calculator
- Computer Network (Department or School)
- Computer Network (University)
- Computer Peripheral Equipment
- Fax
- Personal Computer
- Photocopier
- X-ray Equipment

**Supervises: Level:**

May oversee student, temporary and/or casual workers.

**Comments:**

Must have valid CA state driver's license. Required to setup, operate, and/or dismantle fixed and portable dental clinic equipment. Must be able to work a varied schedule.

**SIGNATURES:**

Employee: ___________________________ Date: ___________________________
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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