



Dental Operations Coordinator Level I

SUMMARY

The Dental Operations Coordinator position Level I provides expanded receptionist functions.

QUALIFICATIONS

- Ability to interact and communicate effectively, respectfully and sensitively to patients, team members, WHC staff members.
- Ability to read, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to use the computer and programs such as Dentrix, Microsoft Outlook
- Ability to work effectively as a team with administrative and clinical staff.
- Ability to interpret the given dental schedule and manage time
- Ability to work within appropriate time frames
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Level 2 requires 3 years of continuous dental front office experience, associate's business degree or equivalent.

EDUCATION AND/OR EXPERIENCE

- One year dental front office experience

CERTIFICATES, LICENSES, REGISTRATIONS

- Current State of Hawaii Driver's License and Auto Liability Insurance