



Community Oral Health Services, a Monterey County based non-profit mobile clinic and outreach agency provides dental care to underserved infants, children and adolescents. There are currently immediate openings for dedicated dental professionals in the following key positions:

**Dentist/Prevention Educator:** Provides state of the art dental care and education.

- Provides preventive services through use of fluorides and sealants and instructs patient and family members on oral health care.
- Directs the daily activities of all clinic staff.
- Examines, diagnoses, develops treatment plan and delivers services to patients.

**Community Health Clinic Registered Dental Assistant:**

- Serves as the chair side assistant to the Community Health Clinic Dentist/Prevention Educator.
- Prepares treatment area for patient care; maintains equipment; insures the sterility of all reusable dental instruments and equipment in accordance with agency protocols.
- Exposes and develops dental x-rays in accordance with state regulations and clinic protocols.
- Performs independent procedures as delegated and directed by the dentist in accordance with state regulation and law.

**Community Health Clinic Dental Assistant/Mobile Transporter**

- Serves as dentist or dental hygienist chair-side assistant.
- Prepares treatment area for patient care; maintains equipment; insures the sterility of all reusable dental instruments and equipment in accordance with agency protocols.
- Transports mobile clinic and performs minor routine maintenance.

**Community Oral Health Advocate**

- Develops and provides oral health programs and services to governmental, educational and community-based organizations.
- Prepares and disseminates educational and informational materials regarding dental disease prevention through good oral health practices.
- Responsible for extensive and multi-faceted community outreach programs for instance, Health Fairs, Parent/Teacher Workshops, etc.
- Provides case management services coordination between clinical and advocacy staff.

**Financial Services Coordinator**

- Develops and maintains records of all financial transactions and performs administrative functions.
- Verifies, allocates, and posts all agency financial transactions with the direction of agency's accounting and contract payroll service providers.
- Compiles reports to show statistics such as cash receipts, collections, and earned grant revenue and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of agency.
- Summarizes and analyzes data from Quick Books program for the development of periodic financial statements with recommendations for Board and administrative staff use.

**Billing and Account Collection Representative**

- Responsible for billing dental claims for all mobile dental clinics. Contacts responsible parties with delinquent accounts and attempts to secure payment.
- Submit and tracks all insurance claims to insure timely reimbursement.
- Record all incoming payments to account ledgers.
- Mails monthly statements to responsible party to encourage payment of current and delinquent accounts.

**Patient Care Liaison**

- Primary contact point for new and existing patients for dental clinic appointment scheduling and confirmations. Establishes insurance eligibility and provides care management oversight to maximize clinic productivity.

**To Apply:**

Interested candidates should provide their resume in Word format to **massie10@earthlink.net** with cover letter indicating interest and current compensation. Please submit ASAP.

Full job descriptions available at [www.communityoralheath.org](http://www.communityoralheath.org).

**Benefits :**

- Paid vacation
- Sick and holidays
- **Healthcare provided :**
  - Medical
  - Dental
  - Vision
  - 401K