

Coordinator, Dental Hygiene Clinic
Austin Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=150049>

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Posted Nov. 19, 2020, set to expire Mar. 21, 2021

Job Title Coordinator, Dental Hygiene Clinic
Department Eastview Campus
Institution Austin Community College District
Austin, Texas

Date Posted Nov. 19, 2020

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff
Other Administrative Categories

Academic Field(s) Administration - Other

Job Website https://eapps.austincc.edu/ehire/posting/online_version.php?job_num=2011017

Apply By Email

Job Description

General Statement of Job

To coordinate services and activities of the on-site ambulatory care dental hygiene clinic.

PLEASE NOTE: SPECIAL HIRING RANGE FOR THIS POSITION IS \$52,064 - \$57,849.

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Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

- * Coordinates the day-to-day activities and services of assigned lab and clinical areas including support scheduling, clinic set up, and management of lab and clinic equipment and supplies.
- * Provides assistance to instructors and/or students in the clinical setting; trains faculty, staff and students on the use of clinic, lab, and sterilization equipment.
- * Ensures that the materials lab, support areas and clinic are clean, safe, and organized; promotes safe clinical practices.
- * Coordinates the ordering and re-supply of lab and clinic expendables, clinic prescription products, and medical glasses.
- * Repairs or coordinates the repair, servicing, and replacement of lab and clinic equipment as required.
- * Maintains and coordinates an accurate inventory of departmental technology, clinic and lab equipment, and chemicals.
- * Assures regulatory compliance to meet local, state and national requirements; provides and tracks required compliance training to students, faculty, and staff.
- * Serves as the key administrator of the patient management database (EagleSoft software) to include coordination of software upgrades, serving as the liaison with the software vendor, and providing associated training to students, faculty, and staff.
- * Researches, evaluates, and recommends new lab materials, clinic equipment, and instructional technologies.
- * Acts as the liaison between lab personnel, clinical faculty, the department chair, the Health Professions Institute, and the Department of Environmental Health & Safety.
- * Responds to inquiries inside and outside Austin Community College regarding the Dental Hygiene Clinic.
- * May tutor or supervise students and/or coordinate the work of other personnel.
- * May work in other health sciences departments when patient care is not occurring.

Additional Job Specific Duties

OSHA compliance manager for dental hygiene clinic.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

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- * Safety and infection control standards and practices used in lab/clinical and classroom settings.
- * Skills, equipment, supplies, and technology applicable to dentistry.
- * Regulatory requirements, processes, and procedures applicable to dentistry.
- * Lab and clinic equipment assessment, maintenance, and repair.
- * Purchasing/procurement and best practices.
- * Patient care database management.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- * Applying regulatory requirements to ensure compliance.
- * Applying technical expertise, experience, and judgment to plan and accomplish goals.
- * Using creativity and independent thought to resolve issues.
- * Maintaining an established work schedule.
- * Effectively using interpersonal and communications skills, including tact and diplomacy, as well as working with diverse student and faculty populations.
- * Effectively using organizational and planning skills with attention to detail and follow-through.
- * Following established procedures in emergency situations.
- * Providing assistance to students, faculty, and staff in a clinical environment.
- * Promoting and ensuring safe lab and clinical practices.
- * Maintaining confidentiality of student, patient, and work-related information and materials.
- * Researching, evaluating, and recommending new lab and clinical equipment and supplies.

Technology Skills

Use a variety of spreadsheet, word processing, database, presentation, and patient management software.

Required Work Experience

Three years clinical work experience as a licensed dental hygienist in good standing in the state of Texas.

Preferred Work Experience

At least one year administrative work experience (purchasing, inventory management)

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Required Education

Associate degree in dental hygiene, or equivalent combination of education, training, or experience.

Preferred Education

Bachelor degree

Special Requirements Licenses/Certifications; Other

- * Licensed dental hygienist.
- * Must have the ability to be bonded.
- * Valid Texas Driver's License and reliable transportation needed for local Austin area travel.

Other Preferred Qualifications

Possess strong critical thinking and problem solving skills, and able to prioritize task in a fast paced environment.

Physical Requirements

- * Work is performed in a standard office or similar environment.
- * Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- * Lifting of objects up to 10 pounds.

Safety

Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Information for This Posting Only

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Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

Contact

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