

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Dental Hygiene Program Coordinator / Part-time

DEPARTMENT: Instruction-Dental Hygiene

REPORTS TO: Dental Hygiene Program Director

SUPERVISES: Work-study students

FLSA: Exempt **FACULTY** _____ **APT** X _____ **COACH** _____

DOCUMENT STATUS: **New/Date:** 7/23/2021 **Revision #** 1 **Date:** 8/10/2021

TRAVEL: Occasional travel may be required

COLLEGE-WIDE _____ **CAMPUS:** X RANGELY _____ CRAIG

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

GENERAL SUMMARY:

This position will perform administrative functions for the Dental Hygiene program. This includes, but is not limited to: Coordination of schedules, updating and maintaining patient records, inventory and ordering supplies, and assist clinic reception office. This position will also ensure compliance with CODA accreditation reports and deadlines, work with the CTE Recruiting Office to provide accurate information to potential students and update the CNCC websites as needed. The Dental Hygiene Coordinator must also exhibit exceptional customer service skills while working with students and patients.

Position is part time. Fall and Spring semesters Monday – Thursday, 8:00-5:30 and Fridays as needed, Summer semester Monday – Tuesday, 8:00-5:30 and Wednesdays or Thursdays as needed.

PRIMARY DUTIES:

- Provide administrative assistance to the Dental Hygiene Department.
- Manage and gather data for the annual CODA report by working with other departments, ensuring report is complete, and submitting a final report.
- Attend all Department meetings. Prepare, type, and transcribe agendas for Department meetings, and advisory committee meetings.
- Maintain general office record systems and processes.
- Monitor clinic patient experience by ensuring paperwork is completed, and patients are checked-in.

- Schedule clinic appointments for program students and patients when necessary.
- Maintain and carry out standard for chart audits, patient chart archival, new patient chart creation, and other data entry requirements.
- Assist and train students with completing patient/clinic forms and documents, program software (Dentrix), and patient processing procedures.
- Answer and return phone calls made to the clinic, relay messages to students/staff as needed, and confirm patient appointments with students.
- Post student schedule and duties in clinic software.
- Work with registrar on tracking student final grades in DegreeWorks.
- Respond to prospective student inquiries for the competitive entry program and guaranteed admissions program.
- Inform students acceptance status to program by sending out acceptance letters and next steps to all applicants and follow-up through their enrollment into the program and ensure all documents are completed for each applicant.
- Assist adjunct faculty with completion of hiring documents and assist in processing as needed.
- Make program document copies (ie. Program manual for students, student day sheets etc.).
- Compile purchase order information for purchasing of equipment, supplies, and resources needed for each course and office. Maintain a running inventory of supplies and reorder as needed.
- Track expenditures and inform the Program Director of current budget status.
- Direct the activities of assigned work study students.
- Perform other duties as assigned by the Program Director or Dean of Instruction.

SECONDARY DUTIES:

- Assist with inventory of all equipment and make recommendations for replacements as appropriate and in conjunction with Program Director and faculty.
- Assist with marketing and recruiting of students including review of marketing material.
- Assist with making copies of course material and proctoring exams as needed.
- Enforce program student handbook policy and report to Program Director when official disciplinary action is required.
- Assist in maintaining statistics on graduates for completion of the VE-135 and CODA reports.
- Ensure all office equipment is in working order and contact appropriate sources when repairs are required.

ESSENTIAL QUALIFICATIONS:

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

Education and Training:

2 years clerical experience.

Prior Related Experience:

2 years customer service experience.

Licensure/Certification:

Valid driver license

Equipment Skills:

Computer literacy in Microsoft Office programs.

Other Qualifications:

Ability to work with a variety of individuals within the college and public.

Organized

PREFERRED QUALIFICATIONS:

Education and Training:

Associates degree

Prior Related Experience:

5+ years of administrative experience

Licensure/Certification:

Microsoft office certificates

Equipment Skills:

BANNER Software experience

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Review of applications will begin immediately.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely (less than 1/2 hour per day)

O = Occasionally (1/2 - 2.5 hours per day)

F = Frequently (2.5 - 5.5 hours per day)

C = Continually (5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting					X	
Stationary Standing					X	
Walking					X	
Ability to be Mobile					X	
Crouching (bend at knees)			X			
Kneeling/Crawling		X				
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)				X		
Turn/Pivot			X			
Climbing	X					
Balancing	X					
Reaching Overhead		X				
Reaching Extension			X			
Manual Dexterity					X	
Pushing/Pulling						
1 - 10 lbs.					X	
11 - 20 lbs.				X		
21 - 35 lbs.		X				
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
Lifting/Carrying						
1 - 10 lbs.					X	
11 - 20 lbs.				X		
21 - 35 lbs.			X			
36 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
Other physical demands:						

Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work				X		
Other Sensory Requirements						
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)					X	
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)			X			
Operation of equipment, tools, vehicles		X				
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)				X		
Other environmental requirements:			X			

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____