



High Risk Dental Program Coordinator Job Description

Position: High Risk Dental Program Coordinator

Supervisor: Senior Programs Manager, Dental

Status: Full Time

About CrossOver Healthcare Ministry:

CrossOver Healthcare Ministry provides compassionate, high quality healthcare to the uninsured and medically underserved in our local community through the operation of two healthcare clinics; one in the City of Richmond and one in Henrico County. CrossOver is a 501(c)(3) non-profit organization that offers comprehensive healthcare services to its patients, including: primary care, specialty care, dental, vision, behavioral health, HIV/AIDS care, OB/GYN, medications and medications management, and social work case management.

Position Summary: CrossOver Healthcare Ministry is seeking a full-time bilingual high risk dental program coordinator, Spanish is preferred. The high risk dental program coordinator supports CrossOver's dental program to enhance and expand dental services and oral health education provided to diabetic and other high risk patients, including OB patients (pregnant women), children, and patients living with HIV/AIDS. The overall goal of the position is to increase the percentage of high risk patients who receive high quality, culturally competent oral health education and care at CrossOver while enhancing the medical-dental integration.

Position Classification: Full time, non-exempt

Hours: 40 hours per week, generally 8:15 to 4:45. Some evening and weekend work will be required.

Key Responsibilities:

- Coordinate dental care for diabetic and other high risk patients:
 - Work with dental team to ensure appointment availability;
 - Identify high risk patients in need of dental care;
 - Schedule patients for dental care and complete appointment reminders;
 - Coordinate follow up and referrals as needed.
- Provide oral health education and outreach to diabetes and other high risk patients:
 - Educate clients on the importance of good oral health;
 - Provide written educational materials to patients as appropriate.

- Administer varnish and/or fluoride to pediatric clients.
- Train staff and volunteer primary care providers on patient education for oral health and hygiene.
- Enter data needed for grant and organizational reports.

Salary: \$18-20/hour. Generous sick, vacation, PTO, health, dental, and vision insurance. 401k option available after one year of employment.

Key Qualifications:

- Strong interpersonal skills.
- Proficient in Spanish.
- Ability to manage multiple priorities.
- Ability to function as part of a multicultural team.
- Knowledge of computers and various software applications.
- Dental experience preferred.

To apply: Send resume and cover letter via email, with “High Risk Dental Care Coordinator” as the subject line, to jobs@crossoverministry.org by January 31, 2021.