

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Clinic Coordinator – Dental Hygiene (Part-time)

DEPARTMENT: Instruction/CTE

REPORTS TO: Director of the Dental Hygiene Program

SUPERVISES: Work-Study Students as needed

FLSA: Exempt X Non-Exempt _____

DOCUMENT STATUS: New/Date: _____ Revision #: 1 Date: 04/30/2021

TRAVEL: N/A

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. Please visit the CNCC website at www.cncc.edu for application submission details.

Review of applications will begin immediately.

GENERAL SUMMARY:

This position will be responsible for Coordination of CNCC Dental Hygiene Clinic.

PRIMARY DUTIES:

1. Monitor, troubleshoot and perform minor equipment repair. Arrange for a service call if needed.
2. Responsible for regular maintenance of equipment.
3. Act as the MSDS manager and ensure all MSDS forms are present and accounted for.
4. Take extra oral photographs and upload to appropriate patient chart
5. Maintain x-ray units and dark room equipment
6. Ready items needed for radiology and anesthesia lab
7. Ensure order and cleanliness of lavatories, clinic, student area and common areas.
8. Ensure clean lab coats for instructors are ready for each clinic.
9. Instruct and monitor students of proper use of equipment, sterilization procedures and clinic protocol.
10. Maintain proper inventory of clinic supplies
11. Create purchase orders, receive required signatures and place orders.
12. Retrieve freight and department mail and put away
13. Ensure spending is within the budget
14. Assist in development of annual departmental budget with regards to supplies, materials and equipment.
15. Assist with reception duties as required
16. Perform other tasks per departmental needs as assigned and required
17. Aid in coordination of meals for conferences, guest speakers, board examiners, etc.
18. Serve as the CRDTS clinical site coordinator
19. Serve on the CNCC Dental Hygiene Advisory committee

MINIMUM/ESSENTIAL QUALIFICATIONS:

- 1. Education and Training:** High School Diploma or equivalent (GED)
- 2. Prior Related Experience:** 3+ years of office management experience
- 3. Licensure/Certification:** Valid/current driver license
- 4. Equipment/Software Skills:** Computer / Office Equipment / Multi-line phone

PREFERRED QUALIFICATIONS:

- 1. Education and Training:** Associate's Degree in related field
- 2. Prior Related Experience:** 10+ years of office management experience
- 3. Licensure/Certification:** First-Aid/CPR & AED Certification
- 4. Equipment/Software Skills:** BANNER

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.

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				X		
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				X		
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	X					
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: _____