



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Coordinator Dental Clinic and Dental Laboratories
POSITION NO.	502839
LOCATION	Lincoln
REPORTS TO	Department Chairperson
GRADE	CCRIPSA 10
WORK SCHEDULE	Non-Standard: 35 hours per week. to be arranged by Department Chairperson and subject to change.
SUPERVISES:	May supervise student help
REVISION DATE	August 2021

JOB SUMMARY:

The Dental Health Department's mission is to prepare students as dental professionals who have the skills required to be competent members of the dental care profession.

This job supports the Dental Health Department in its mission by coordinating and supervising the day-to-day operations of the dental program's clinic and laboratories including, but not limited to, purchases, budgets, inventory control, safety compliance and scheduling of student laboratories.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment.

Organization/Work management

- Assist in the budget process.
- Oversee the ordering of equipment and ensure adequate supplies are available in the laboratory and clinic.
- Purchase and maintain the inventory of supplies and equipment in the laboratory and clinic.
- Responsible for the IT needs and Quality Assurance of the dental health clinic and laboratory.
- Assist with the development and implementation of policies and procedures for labs.
- Manage clinical site information forms and contract renewals.
- Coordinate pre-clinical placement data and manage student compliance records.
- Maintain related databases and records including but not limited to, certifications, licenses etc. and prepare reports
- Assist in preparing the self-study reports to Commission on Dental Accreditation (CODA) self-study report and the accreditation site visit process.

Technical Knowledge/Expertise

- Set up and break down the clinic/laboratory.
- Set laboratories standards and periodically inspect laboratories for consistency. Ensure all supplies are available in all the laboratories.
- Perform basic preventive maintenance, disinfection, and repairs on equipment; arrange for major repair work when required.
- Maintain the cleanliness and order of laboratory rooms and supplies; ensure the proper storage and disposal of hazardous waste materials.

Position-Specific Knowledge

- Responsible for OSHA, HIPAA, infection control, and radiation health and safety for the dental health clinic and laboratory.
- Manage the yearly HIPAA, Blood Borne Pathogens, Infection Control, Radiation Safety, and other training as required for faculty and staff.

Departmental Support:

- Coordinate all pinning ceremonies with faculty including, but not limited to, set up, invitations and program development. Assist with graduation.
- Assist with orientation of new faculty to department with OSHA training in Blackboard and Lab /Clinic operations.
- Other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

- Various office equipment which may include computers, typewriters, telephones, copy and fax machines, calculators, etc.

ENVIRONMENTAL CONDITIONS:

This position includes exposure to chemicals, infectious diseases, radiation and materials, and equipment which may be hazardous if mishandled.

REQUIRED QUALIFICATIONS:

- Associate Degree in a related health field.
- Registered Dental Hygienist or Certificate in Dental Assisting and Dental Assisting National Board Certification as a Certified Dental Assistant from a CODA accredited program.
- Minimum 3-5 of clinical experience.
- Current skill and knowledge in the use of information technology is required with knowledge of computer dental practice software management.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in Dental Hygiene.
- 6 or more years of clinical experience, including instruction of students in a clinic.
- Experience managing an academic laboratory/clinic setting

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.