



Job Title: Dental Clinic Coordinator

Date Last Revised: June, 2026

Reports to: Director of Operations

FLSA Status: FT, Non-Exempt, 32-40 hrs/week

TO APPLY: Please submit a resume and cover letter to josh@genesisch.org. In the cover letter, please include what most interests you regarding working at Genesis, how you believe you'd be a good fit for the position, and what a mature and growing personal relationship with Jesus Christ means to you.

Job Summary

The Dental Clinic Coordinator manages the Dental Program of Genesis Community Health. This person works closely with all Garden City and Caldwell staff and the volunteer Dental Director to ensure the dental program is part of an integrated medical home for lower-income, uninsured patients. As we are a faith-based organization, they also have the opportunity bring their love for Christ to each patient interaction.

Duties and Responsibilities

Clinic Coordination

- Define scope of practice for dental clinics in coordination with Dental Director and Director of Operations
- Manage clinic eligibility process for clinic referrals
- Work closely with medical and dental staff to coordinate patient care
- Organize, maintain, and sterilize dental and lab supplies within established budget

Personnel Coordination

- Manage dental clinic staff, contractors, and volunteers to implement high quality and compassionate care
- Recruit, orient, and train dental volunteers and staff
- Manage relationships with volunteers to support efficiency, effectiveness, and a life-giving environment.
- Manage any clinic intern programs with local educational institutions

Patient Coordination

- Oversee patient chart review and preparation for each week's clinics
- Provide phone triage of dental patients as needed
- Assist chairside as needed

Community Relationships

- Participate in projects that would increase oral health care accessibility of those in need
- Submit and track dental outcomes as needed
- Maintain relationships with dental organizations and outside referring clinics
- Speak publicly to represent the dental program in the community
- Solicit for in-kind goods and supplies for the dental clinic

Other Duties as Assigned

Minimum Qualifications

- A committed Christian with a mature and growing personal relationship with Jesus Christ
- Ability to work at Caldwell and Garden City locations
- Working knowledge of dental terminology
- Prior experience in dental office with gentle chairside manner
- Completion of accredited dental assistant program and CDA
- Demonstrated ability to run dental clinic in an efficient and effective manner
- Ability to supervise and coordinate the work of volunteers and staff
- Compassion for those facing economic difficulties, volunteers, and staff
- A strongly self-motivated person able to succeed with minimal resources and supervision
- Able to work clinic hours as assigned
- Ability to integrate the mission of Genesis in all areas of work

Superior Qualification

- EagleSoft Dental Software experience
- Dental clinic management experience of 3-5 years
- Fundamental Duties, Expanded Functions Certification
- Experience with radiography
- OSHA asepsis knowledge and dependability

Working Condition and Physical Demands

- Ability to sit, stand, bend and stoop for periods of time.
- Ability to focus on a computer screen for long periods of time
- Ability to lift up to 50 lbs on rare occasions
- Ability to work in a fast paced, multitasking, and stressful environment.
- Ability to move around the building.
- Exposure to heat and air conditioning.
- Ability to respond to emergency/crisis situations.
- Exposure to repetitive noise.
- Exposure to ill people
- Exposure to blood and/or body fluids.

TO APPLY: Please send your resume and a cover letter to Josh Campbell, Director of Operations, josh@genesisch.org