

SELF ENHANCEMENT, INC.
3920 North Kerby, Portland, Oregon 97227-1255
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Job Description

**KIDDAZZLE Coordinator
(Temporary)**

The Kiddazzle Dental Program is a network of local dentists who provide free dental care including cleaning, extractions, orthodontia, etc. for students in the SEI program. The Kiddazzle Coordinator is responsible for scheduling dental appointments, coordinating transportation needs and providing oversight and management of the Kiddazzle Dental Program. This is a temporary full-time position (until June 30, 2012) that reports to the Director of Youth Services, In-School Program.

PRIMARY RESPONSIBILITIES

- Serves as Liaison between SEI management and the Kiddazzle program to ensure relationships between the SEI and the participating dentist are maintained at a high quality level.
- Develop and implement internal screening and tracking process for all SEI Kiddazzle candidates.
- Contact parents/students to schedule dental appointments
- Coordinate all participant follow-up with dentist and communication with parents.
- Responsible for routine follow-ups with dentists to ensure quality relationships and a clear understanding of the program is maintained.
- Coordinate transportation needs to and from dental appointments.
- Develop and maintain filing system and necessary documents to record all services received by SEI Kiddazzle participants.
- Maintain confidentiality (HIPPA) requirements.
- Ensure parent/guardian authorizations and waivers are completed and maintained.
- Create and execute dentist appreciation events.
- Ensure compliance with all key contract areas.
- Generate monthly activity/summary reports for key management as required.
- Maintain a professional and positive approach in all collaborations.

ADDITIONAL DUTIES

- Type letters, reports and other correspondence as appropriate.
- Perform photocopying, collating and faxing as needed.
- Create mailing lists and patient lists.
- Perform a variety of other clerical duties and special projects as assigned.

QUALIFICATIONS

- Bachelor degree is required. A minimum of two (2) years of college level study plus (2) years of experience directly working in a medical/dental environment may be substituted for education requirement.
- Experience working in a youth & family service program or similar "high-risk" population environment.
- Ability to successfully manage multiple projects and tasks.
- Must be excellent at follow-up and process communication.
- Dental field knowledge to include preventative/corrective procedures and treatment plans highly preferred.
- Previous experience as a dental office scheduler, administrative assistant or other related position is ideal.
- Must have excellent interpersonal skills and the ability to effectively interact with diverse groups of students and adults.
- Ability to build positive relationships with students, parents, dental staff and SEI staff.
- Must have a professional attitude and phone manner.
- Must have excellent verbal and writing skills.

- Must have the ability to manage multiple projects with varying deadlines.
- Must have excellent organizational and prioritizing skills.
- Basic computer skills to include word processing and spreadsheet.
- Ability to use personal initiative and cooperation in performing job duties.
- Must have a valid driver's license and must be insurable under SEI's auto insurance.

SALARY & BENEFITS

- \$2,500 to \$3,417 monthly.
- This position does not have benefits.

Note: This job description may change as programming evolves. SEI management reserves the right to amend this description at any time.

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