



Job Description

Position Summary

The Field Coordinator manages the daily clinical, administrative and support operations of all AppleWhite Dental Partners' clinical locations. Act as a liaison between corporate headquarters and the office coordinators and/or dentists of the practices. The Field Coordinator is responsible for achieving the financial performance and revenue growth strategy for AWDP practice locations. The Field Coordinator should know local markets to leverage the best practices for patient acquisition and retention. Support and help drive the company's mission and culture for all of the locations.

Knowledge and Skills Required:

- Working knowledge of the dental industry and takes initiative to increase knowledge within own position
- Proficient in the use of Eagle Soft software along with Microsoft Office
- Excellent oral and written communication/documentation skills
- Ability to multi-task
- Excellent interpersonal skills and a strong team player
- Ability to maintain confidentiality
- Ability to initiate actions or make decisions within established precedents and with regular managerial direction and review
- Strong time management and project management skills
- Strong managerial abilities
- Ability to analyze and forecast

Qualifications

- Bachelor's Degree in Business or Management and/or equivalent combination of education, training and experience required
- At least 3-5 years of management and related experience
- Proven leadership and supervisory experience

- Accounting background a plus

Essential Job Functions

- Prepare and maintain daily assignments for staff to ensure schedules are booked for optimal care and business goals
- Communicate areas of accountability and performance expected of personnel assigned at all locations
- Recommend salary adjustments transfers, promotions and dismissals as necessary
- Assist in setting up dentists as providers with insurance companies
- Assist in setting up and maintaining information technology functions within practices and executive office and work closely with IT to maintain the efficiency of the practices
- Assist in the acquisition of new dental practices
- Implement all OSHA and HIPAA regulations and policies as directed by the COO, Director of Dentistry and Human Resources
- Develop a close relationship with dentists and staff at all AWD locations
- Continuous assessment of all staffing needs and provide support to Office Coordinators as needed
- Assist in providing training and development support to ensure all staff demonstrates knowledge of business models and protocol
- Responsive to clinical and operational concerns in a timely and effective manner and be accessible when needed
- Support the achievement of performance targets and budgeted goals
- Maintain a favorable working relationship with all other company employees to promote a cooperative and harmonious climate, which is conducive to maximum employee morale, productivity and efficiency.
- Keep the COO and Director of Dentistry informed of all problems and unusual matters of significance and takes prompt action when necessary or suggests alternative courses of action that may be taken.
- Assist in the marketing efforts for all practices and promote a favorable image of the company in the local communities
- Other duties as assigned by management

Working Conditions

- Working conditions are normal for an office/clinical environment
- Work may require occasional additional hours
- Travel to offices will be required- (around 70%)