

APPLY IN PERSON AT:

Human Resources Department
909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:

<http://oneida-nsn.gov>



A good mind. A good heart. A strong fire.

OR MAIL TO:

Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490

JOB DESCRIPTION**FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY**

POSITION TITLE: Dental Systems Coordinator
POSITION NUMBER: 02837
DEPARTMENT: Dental
LOCATION: 525 Airport Drive Oneida, WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Dental Supervisor
SALARY: NE9 \$20.51/Hr. (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: November 15, 2017
CLOSING DATE: November 22, 2017
Transfer Deadline: November 22, 2017
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Coordinates the Dental software systems and designs the workflow to include dental system management. Test, implement, and train staff with upgraded systems. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist with the development, documentation, and refinement of the work flow and the operating procedures used in the Dental department.
2. Act as the primary contact for internal MIS.
3. Serve as contact person for equipment and program malfunctions.
4. Test computer systems for upgrades and computer compatibility.
5. Assist in testing and maintaining interfaces between Dental software and Billing.
6. Assist Dental Supervisor in customizing screens to meet department needs.
7. Assist in developing work plans which provide for system design, testing, and implementation.
8. Provide initial and follow up user training with respect to system function and usage.
9. Oversee system enhancement and the integration among systems for organizational efficiency and effectiveness.
10. Work closely with the Billing Department to ensure information sent for Dentrix Enterprise goes to Centricity in the proper format; work in collaboration to align applications.
11. Serve as the Dental department representative for:
 - a. Meaningful Use team.
 - b. Electronic Medical Records team.
 - c. Social Media Team
12. Attend bi-weekly Comprehensive Health Information Management meetings to report issues and coordinate with MIS and Management to find solutions.
13. Assist in developing, implementing and maintaining updated procedures manual including items such as systems training, skills, and functions in accordance with Tribal systems.
14. Assist Dental Director collecting data and preparing reports.
15. Collect, organize, and maintain photographic and other medical data.

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DUTIES AND RESPONSIBILITIES: (Cont.)

16. Practice excellent customer service skills at all times to include, but not limited to addressing customer and employee needs courteously and promptly.
17. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.
18. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel crouch, or crawl and be able to reach out and pick-up and hold small objects. Stand; walk; and talk; hear.
2. Occasionally lift and/or move up to twenty (25) pounds.
3. Work is generally performed in a climate controlled setting with a moderate noise level. Potential exposure to blood borne pathogens. Exposure to latex products on a routine basis. Exposure to aerosols, powders, and dust.
4. Evening and/or weekend work may be required.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of planning and scheduling techniques.
2. Knowledge of Federal, State, and institutional regulations and guidelines for the provision of dental outpatient services.
3. Knowledge of radiation safety procedures, standards, and protocols.
4. Knowledge of supplies, equipment, and/or services ordering and inventory control.
5. Knowledge of aseptic procedures.
6. Knowledge of records maintenance.
7. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
8. Ability to work as a team member within a clinical environment.
9. Ability to set up and prepare dental equipment and instrumentation in accordance with established regulations and guidelines.
10. Ability to facilitate training/meeting in groups.
11. Ability to exhibit good personal hygiene and good personal oral hygiene at all times.
12. Ability to operate, maintain and troubleshoot a wide range of dental equipment in accordance with prescribed procedures and standards.
13. Ability to communicate effectively both verbally and in writing.
14. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
15. Ability to handle multiple tasks and meet deadlines.
16. Ability to carry out instructions furnished in verbal or written format.
17. Ability to work independently with minimal supervision.
18. Ability to maintain quality, safety, and/or infection control standards.
19. Ability and willingness to provide a strong customer service orientation.
20. Ability to be CPR and Red Cross First Aide Certified or the ability to obtain within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
21. Ability and willingness to obtain Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
22. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
23. Must be willing and able to obtain additional education and training.
24. Employees are required to have proof of immunity or dates of 2 doses of MMR and proof of immunity or dates of 2 doses of Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant
25. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
26. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.

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STANDARD QUALIFICATIONS: (Cont.)

27. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Knowledge of electronic scheduling system.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Associate's Degree in IT, Business, Management, or related field.
2. One (1) year of experience working with an electronic patient record.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**